



Permit Fee: \$ _____	Receipt # _____	Rec'd by: _____	Tax Roll: _____
Number of Signs: _____	Fee per sign \$25.00	Temporary: _____	Permanent: _____

SIGN PERMIT APPLICATION

Land Use By-law No. 1246/13

Application # _____

I/We hereby make application under the provisions of the **Municipal Land Use Bylaw** and amendments thereto, in accordance with the plans and supporting information submitted herewith which form part of this application.

1.0 Applicant (Print Name): _____

Address: Box Number: _____ City/Town/Village: _____ Postal Code: _____

Tel. No. _____ Cell No: _____ e-mail: _____

2.0 Registered Owner of Land: (If Different from Applicant) _____

Address: Box Number: _____ City/Town/Village: _____

Postal Code: _____ Tel. No. _____ e-mail: _____

Civic Address of Property: _____

Lot(s) _____ Block _____ Plan No. (or Quarter Section) _____

Existing use of Land or Building: _____ Land Use District: _____

Proposed Development or Use: _____

3.0 DESCRIPTION OF PROPOSED SIGN(S) – see back of page for application requirements

Sign Type	Sign Area Dimensions (entire area, not incl. structure)	Copy Area Dimensions (area that advertising copy is displayed)	Other display or style description (ie. illuminated, electronic, portable, changeable content etc.)

Sign Types: canopy, fascia, projecting, A-board, shingle, banner, freestanding, mural, window, other

Multi – tenant or Multi - sign Master Sign Plan applicable? Yes No

Does the sign have content which advertises a business that is not on-site? Yes No If yes, where is that business located? _____

Sign Manufacturer or Company, if not the sign owner _____ Contact: _____

4.0 Estimated start date: _____

Estimated completion date _____

A Development Officer shall, within 20 days after the receipt of an application for a development permit, determine whether the application is complete, during which time the application may be referred to other agencies and departments. Once an application is deemed complete, the Development Authority has up to 40 days to render its decision on an application and may request additional information.

Registered Owner/Applicant Signature

The Registered Owner/Applicant represents and warrants to the Town of Nanton that the information contained in this application and the dimensions shown on the plans submitted with this application are true and correct.

I, _____ (print name) hereby certify that I am (choose one) the Registered Owner or I am the Applicant and authorized to act on behalf of the Registered Owner.

Letter of authorization attached (if Registered Owner does not sign)

Date: _____

Registered Owner(s) or Applicants' Signature

Right of Entry Signature

In accordance with the *Municipal Government Act*, I hereby authorize the Designated Officers of the Town of Nanton to enter upon the land for the purpose of conducting a site inspection in connection with my development permit application.

Registered Owner(s) or Applicants' Signature

Freedom of Information

I understand that this application and accompanying information is public record that is accessible by the public. Upon request to the Town this application and file documentation will be made available for viewing.

Applicants' Signature

The personal information collected on this form is being collected under the authority of Section 33 of the Alberta Freedom of Information and Protection of Privacy Act, and Section 301.1 of the Municipal Government Act. The information will be used to process your application(s) and your name and address may be included on the reports that are available to the public. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the Planning and Development Officer at the Town of Nanton, 1907 – 21 Avenue, Box 609, Nanton, AB T0L 1R0 or phone 403-646-2029.



SIGN APPLICATION REQUIREMENTS

As per the Land Use Bylaw, an application for a Sign Permit shall be completed and submitted to the Development Officer on the prescribed form signed by the owner or authorized agent, and accompanied by the follow minimum information:

1. A development permit for a sign shall be made to the Development Authority by an applicant, a landowner, or someone that has been authorized by the landowner (i.e. agent) to submit a development permit application, on a completed application form.
2. An application for a development permit to erect, place, alter or relocate a sign shall also be accompanied by:
 - (a) the name and address of:
 - the sign manufacturer or company, and
 - the lawful sign owner;
 - (b) a letter of authorization from the affected registered property or building owner(s) (if the applicant is not the landowner or building owner).
3. The Development Authority may require any additional information deemed necessary to evaluate a Development Permit application for a sign, but generally, an application for a permit to erect, place, alter or relocate a sign shall be made to the Development Authority and shall be accompanied by photographs and drawings, to an appropriate scale, showing where applicable:
 - (a) the location of all existing and proposed sign(s);
 - (b) the size, height, and area of the proposed sign(s), including any supporting structures;
 - (c) details with respect to the sign content (i.e. wording/lettering, text, message, graphics, etc.);
 - (d) the colour and design scheme;
 - (e) material specifications;
 - (f) the location of the property boundaries of the parcel upon which the proposed sign(s) is to be located;
 - (g) all utility rights-of-way, access easements and any other related encumbrances;
 - (h) the location of existing building(s) on the site;
 - (i) the type of illumination, animation or changeable content, if any, and details with respect to the proposed luminosity intensity and interval;
 - (j) the details regarding the extent of the projection if a sign is to be attached to a building; or
 - (k) the location of all landscaping if the proposed sign is freestanding.

