



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. 1389/24**

**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: \_\_\_\_\_

Registered Owner of Land: (If Different from Applicant) \_\_\_\_\_

Address: Box Number: \_\_\_\_\_ City/Town/Village: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Tel. No. \_\_\_\_\_ e-mail: \_\_\_\_\_

**2.0 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**

No sign may be erected or affixed unless a Development Permit has been issued, excluding 'Signs Not Requiring a Development Permit' (s.3.51),

Notwithstanding a), The Development Authority may issue a Development Permit for a sign as part of the approval of the building to which the sign pertains, provided the Development Permit application indicates that there is to be a sign that all information requirements for a sign are met.

Any signs that rotate, employ animation, or digital copy require approval of the MPC.

As part of an application for a Development Permit for a sign, the applicant shall provide a drawing of the proposed sign drawn of sufficient size and scale to facilitate an adequate review by the Development Authority, showing:

- i. The proposed dimensions of the sign including the height,
- ii. The proposed information to be displayed and the size of letters or numbers to be shown on the sign,
- iii. The proposed location of the sign in relation to the property lines, parking, and buildings and the dimensions of the building and/or the property upon which it is to be situated,
- iv. In the case of a sign that is to be attached to and project from a fence, wall, or window more than 0.4 m, the extent of the projection from the fence, wall, or window,
- v. The type of illumination, animation, or changeable copy, if any, and details with respect to the proposed luminosity intensity and interval,
- vi. The distance of the proposed sign from any traffic control device located within 25.0 m of the proposed sign; the distance from any street intersection located within 25.0 m of the proposed sign,
- vii. The type of construction and finish to be utilized, including the colour and design scheme and material specifications,
- viii. The method of supporting or attaching the sign, including structural and footing details,
- ix. In the case of a freestanding sign, an elevation plan showing the height of the sign in relationship to the height of the principal building taking into account the gradient of the site,
  - x. In the case of a freestanding sign in a Non-Residential District, the location of all landscaping, and
- xi. The location(s) and sizes of existing utilities, both underground and overhead, all easements and utility rights-of-way shown and labelled, and other relevant encumbrances.

) An application for a Development Permit for a sign shall also be accompanied by:

- i. The name and address of the lawful sign owner.
- ii. A letter of authorization from the affected registered property or building owner(s) if the applicant is not the registered owner or building owner.

The applicant shall provide such other information as may be reasonably required by the Development Authority. This information may include an engineering report to be provided by a Professional Engineer for a large or complex sign as determined by the Development Authority.

