

Municipal Address – ByLaw 1348

RURAL MUNICIPAL ADDRESS APPLICATION FOR NEW DEVELOPMENT

All new rural developments after January 1, 2009 are required to submit an application for a municipal address and sign. This application is a requirement for processing a residential or non-residential development permit application.

The applicant is responsible for ensuring that all appropriate sections of the application form are completed. County personnel will review your application and may return it if it is incomplete. County administration reserves the right to request additional information, if deemed necessary.

Except for new development applications, allow for a minimum of 14 working days for processing the application. For new rural development, a municipal address will be assigned once a building foundation and approach are in place. Applicants are asked to call 403-328-5525 Ext 1008 to notify the project technician when this occurs.

As per Bylaw 1315 section 8.1, the County will provide for the materials and installation costs of all signs for all residential homes existing within Lethbridge County up to December 31, 2008. All rural residential homes existing from January 1, 2009 and beyond and all rural non-residential buildings will be charged for materials and installation of the municipal address sign as per the Schedule of Fees Bylaw.

FEES

Fee is due in full at the time of the application.

Rural Municipal address sign: \$100.00 (plus GST)

CONTACT INFORMATION

Lethbridge County

#100, 905 – 4th Avenue South

Lethbridge, AB T1J 4E4

Telephone: 403-328-5525

Fax: 403-328-5602

Email: mailbox@lethcounty.ca

Website: www.lethcounty.ca



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APPLICATION FOR RURAL MUNICIPAL ADDRESS:

☐ **NEW** ☐ **ADDITIONAL (UNIT NUMBER AND/OR NEW APPROACH AND DRIVE)**

1. APPLICANT: _____

Registered Owner's Name (If not the Applicant) _____

Applicant's interest if not the registered owner: Tenant ☐ Other: Please Specify _____

Address: _____ Postal Code: _____

Telephone: (____) _____ Fax: (____) _____ E-mail: _____

2. PROPERTY DESCRIPTION:

Property Roll Number(if available) _____ Legal Description: _____

Lot/Block/Plan #: _____

☐ **Rural** ☐ **Subdivision** ☐ **Hamlet** ☐ **Non Residential**

Building type: _____

OFFICE USE ONLY

Primary Address Sign Required: ☐ YES ☐ NO (N/C) (FEE = \$100.00 + GST)

Fee Paid: \$ _____ Receipt No.: _____ Date: _____

ASSIGNED ADDRESS(s): _____

NON-RESIDENTIAL AFC CLASS

CLASS

INITIAL

COPY FORWARDED TO

INITIAL

DATE

1. GIS Dept.

2. GPS Locate

3. Signage – PB Shop

FINAL NOTIFICATION TO APPLICANT:

FINAL NOTIFICATION TO TELUS:

UPDATE TO TAX:



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Unit Number and Name Plate Sign Guidelines

Suppliers:

Hi Signs
4216 54 Ave SE
Calgary, AB T2C 2E3
Ph. (403) 219-3414
Toll Free: 1-800-590-7446
www.hisigns.com

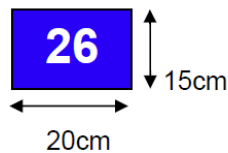
Alberta Traffic Supply
4830 32 St SE
Calgary, AB T2B 2S6
Ph. (403) 248-3241
Toll Free: 1-800-242-8408
sales_cgy@albertatraffic.com
www.atstrafficgroup.com

Fox Energy
2891 Box Springs Link NW
Medicine Hat, AB T1C 0H3
Ph. (403) 548-8147
Toll Free: 1-866-548-8147
Email: sales@foxenergy.net
www.foxenergy.net

Unit Signs:

- Size: 20cm x 15cm
- Color: Blue with white lettering and light reflective

Example of a Unit Sign:



Name Plates:

- Size: 60cm x 15cm
- Color: Blue with white lettering and light reflective

Example of a Name Plate Sign:



Sign Placement:

- Signs may be mounted onto personal property including but not limited to: Sign post, fences, gates and houses.
 - Name plate signs may only be placed underneath the primary address sign if mounting to primary address sign post.