

## Checklist: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

### Signage Development

#### Required for ALL Applications

- Completed Form A: Development Permit Application Form – Signage
- Affidavit Verifying Corporate Signing Authority (if applicable)
- Certificate of Title (obtained within the past 30 days) – *note that Lethbridge County may also request copies of registered documents listed on title*
- Site Plan Indicating:
  - Location(s) of proposed signage
  - Existing structures
  - Setback information to property lines and adjacent structures
- Signage Details, including
  - Legible drawings, graphics, or illustrations (to scale, with dimensions)
  - Text/graphics to be shown on the signage
- Payment of Development Permit Application Fee – determined at time of application
- Architectural Controls sign-off (if applicable)



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Office Use		
Application No:	Roll No:	Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Similar <input type="checkbox"/> Prohibited
Application Fee: \$	Date Paid:	Land Use District:
Application Received/Complete:		Associated Development Permit Applications:
Fire Department:		Description of Work:
Additional Applications Required: <input type="checkbox"/> Municipal Address <input type="checkbox"/> Approach		

## 1. Applicant Information

**Applicant/Business Name:** \_\_\_\_\_

Primary Contact Name (if applying on behalf of a Business): \_\_\_\_\_

Phone/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Providing an email indicates your consent to receive all application-related correspondence by email*

Applicant's interest in the proposed development if not the registered owner:

Agent  Contractor  Tenant  Other: \_\_\_\_\_

**Registered Owner's Name(s):** \_\_\_\_\_

Phone/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Providing an email indicates your consent to receive all application-related correspondence by email*

## 2. Land Information

Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ W4M

Lot(s) \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Municipal/Street address: \_\_\_\_\_

## 3. Existing Development

Please list **ALL** existing buildings, structures and use(s) on the land.



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## 4. Proposed Development

<b>Sign 1</b>	
<b>Use</b> <input type="checkbox"/> Existing <input type="checkbox"/> New <input type="checkbox"/> Alteration	<b>Type</b> <input type="checkbox"/> Free Standing <input type="checkbox"/> Canopy/Projecting <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Fascia <input type="checkbox"/> Portable <input type="checkbox"/> Roof Mounted <input type="checkbox"/> Shingle <input type="checkbox"/> Other: _____
<b>Term</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Date Range: _____	
<b>Sign Materials:</b> <i>Illuminated or Changeable Copy?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes	

<b>Sign 2</b>	
<b>Use</b> <input type="checkbox"/> Existing <input type="checkbox"/> New <input type="checkbox"/> Alteration	<b>Type</b> <input type="checkbox"/> Free Standing <input type="checkbox"/> Canopy/Projecting <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Fascia <input type="checkbox"/> Portable <input type="checkbox"/> Roof Mounted <input type="checkbox"/> Shingle <input type="checkbox"/> Other: _____
<b>Term</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Date Range: _____	
<b>Sign Materials:</b> <i>Illuminated or Changeable Copy?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes	

## 5. Declaration of Applicant

I/We have read and understand the terms noted below and hereby apply for a development permit to carry out the development described within this application including any attached supplementary forms, plans, and documents. I/We hereby certify that the registered owner of the land is aware of, and in agreement with this application.

Further I/We hereby give my/our consent to allow authorized persons the **right to enter** upon the subject land and/or building(s) for the purpose of an inspection with respect to this application only.



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1. The Development Authority may deem a development permit application incomplete if any of the application requirements are incomplete or the quality of the information is deemed inadequate to properly evaluate the application.
2. Although the Development Officer is in a position to advise applicants of the process and requirements of the development application, such advice must not be taken as official consent and is without prejudice to the decision in connection with the formal application.
3. Any development started before the issuance of a development permit and expiration of the appeal period is at the applicant's own risk.
4. **If a decision is not made within 40 days** from the date the application is deemed complete, or within such longer period as the applicant may approve in writing, **the applicant may deem the application to be refused** and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
5. A development permit does not constitute a building permit or approval from any provincial or federal department. Construction undertaken after approval of this development permit application may be regulated by the **Alberta Safety Codes**. The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approval and inspections as may be required by the appropriate provincial body. The applicant is responsible for determining and obtaining any other applicable provincial and federal approvals prior to commencement.

*The personal information requested on this form is being collected under the authority of Section 4(c) of the Protection of Privacy Act (POPA). The information will be used for the purpose for which it was collected. For further information about the collection and use of this information please contact Lethbridge County by email [atippo coordinator@lethcounty.ca](mailto:atippo coordinator@lethcounty.ca) or call 403-328-5525.*

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Registered Owner's Signature: \_\_\_\_\_

(Required, if different from applicant)

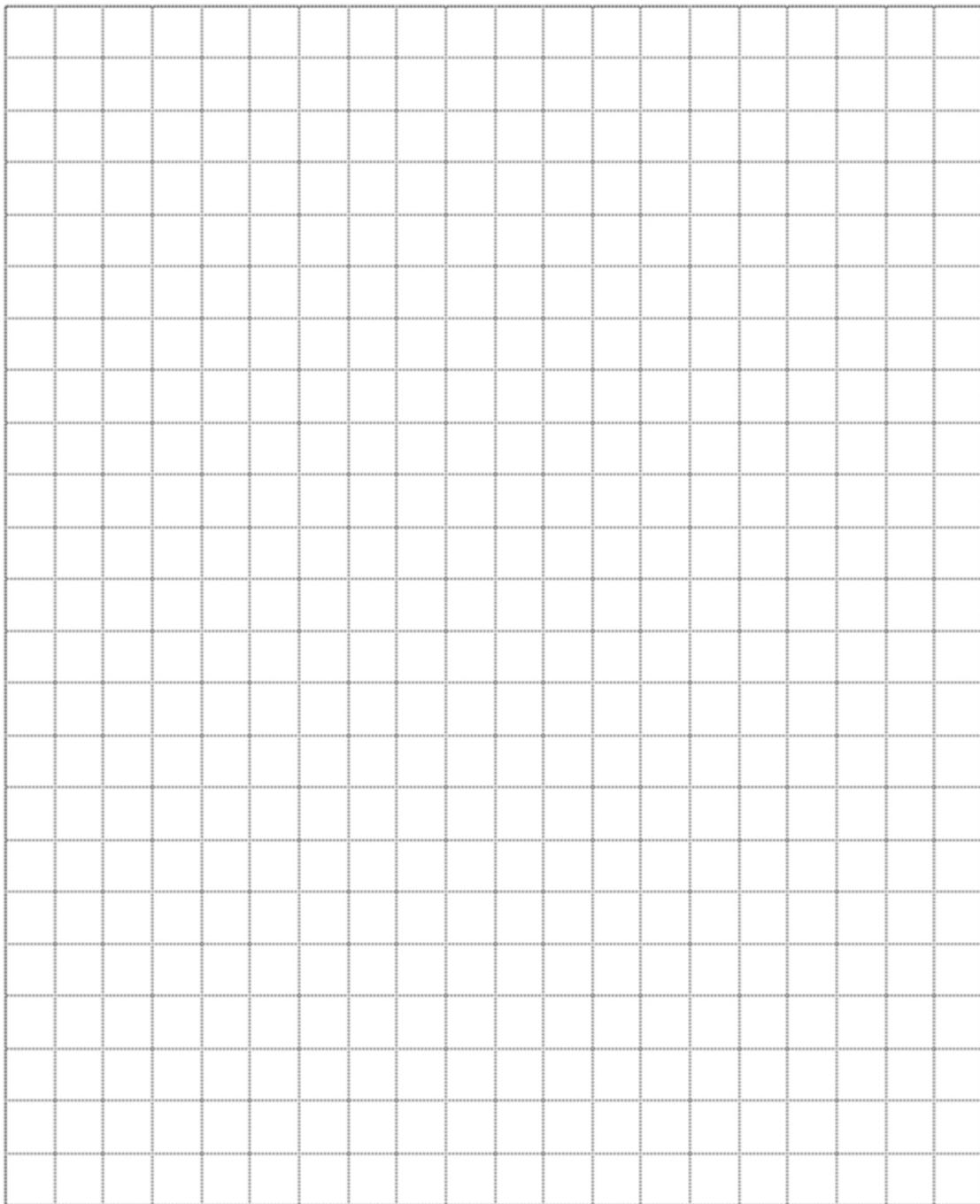


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## Site Plan

(or attach separate site plan)



*(Please draw to scale and indicate north arrow)*