



# Lethbridge County

## 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 and non-residential development permit application.

The applicant is responsible for ensuring that all appropriate sections of the rural municipal address and sign 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.

With the exception of 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 the County of Lethbridge 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 – 4<sup>th</sup> Avenue South  
Lethbridge, AB T1J 4E4  
Telephone: 403-328-5525  
Fax: 403-328-5602  
Email: [mailbox@lethcounty.ca](mailto:mailbox@lethcounty.ca)  
Website: [www.lethcounty.ca](http://www.lethcounty.ca)



# Lethbridge County

## Municipal Address – ByLaw 1348

### 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 BELLAMY:	_____	_____

### Lethbridge County Municipal Addressing – Bylaw 1348 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](http://www.hisigns.com)

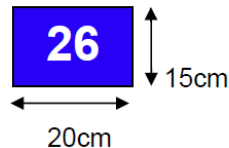
Alberta Traffic Supply  
4830 32 St SE  
Calgary, AB T2B 2S6  
Ph. (403) 248-3241  
Toll Free: 1-800-242-8408  
sales\_cgy@albertatraffic.com  
[www.atstrafficgroup.com](http://www.atstrafficgroup.com)

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](http://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.