



SIGN DEVELOPMENT PERMIT APPLICATION

Planning and Development
414 King Street, Spruce Grove, AB
Phone: 780-962-7582
Fax: 780-962-1062

Business Hours
M-F: 8:30 a.m. – 4:30 p.m.

Incomplete applications may result with them being returned without processing

PROJECT LOCATION		
Suite:	Street Address:	Street Name:
Legal Description: Unit / Lot / Block / Plan or Quarter / Section / Township / Range / Meridian		
/ / / /		

PROJECT DESCRIPTION - REQUIRED

<p>Temporary:</p> <ul style="list-style-type: none"> Balloon Portable - # of 30 day periods _____ Development Marketing Sign Banner A-Board Sign Other 	<p>Permanent :</p> <ul style="list-style-type: none"> Freestanding Fascia / Projecting / Roof / Canopy or Awning / Mural / Painted Wall Sign / Under Canopy Sign Changeable Copy Billboard Other
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<p>Additional Sign Development Permit Requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Right of Entry Form <input type="checkbox"/> Minimum two (2) photographs showing property with location of existing signs and abutting sites <input type="checkbox"/> Completed Application <input type="checkbox"/> Current Land Title (No more than 3 weeks old) <input type="checkbox"/> Authorization Letter (required, if not the owner on title) <input type="checkbox"/> A replica of the proposed Sign, in duplicate, drawn to scale showing: <ul style="list-style-type: none"> ▪ All dimensions of the Sign structure, including the Sign Height and projection of the Signs attached to Buildings; ▪ The Sign Area and area of the Copy face(s); ▪ The design of the Copy face; ▪ The manner of all Sign illumination; ▪ The type of construction and finish to be utilized; ▪ The method of supporting or attaching the Sign and; ▪ In the case of a Freestanding Sign, a Site plan, in duplicate, showing the Sign location in relationship to Sight lines, property lines, utility and overlaid drainage rights-of-way, parking stalls, Buildings and an elevation plan showing the Sign Height in relationship to the Height of the Principal Building; ▪ In the case of a Fascia Sign, the façade elevation with dimensions for the elevation on which the Sign will be placed, ▪ In the case of a portable sign, a site plan showing location of sign and setbacks to property lines.
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Mailing Address
315 Jespersen Ave
Spruce Grove, AB T7X 3E8

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a development permit. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.



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OWNER OR REPRESENTATIVE

I am the registered owner of the land described above	I have been designated as the representative of the owner (written consent attached)
Owner Name:	Agent Name:
Company Name:	Company Name:
Signature:	Signature:

MAILING ADDRESS (OWNER)

Mailing address:	City:	Province:	Postal Code:
Phone no.:	Fax no.:		

APPLICANT SAME AS OWNER/REPRESENTATIVE

Applicant Name:	Phone no.:	Fax no.:	
Company Name:			
Mailing address:	City:	Province:	Postal Code:
Applicant e-mail address:			

I acknowledge that if the development permit application is approved it is subject to an appeal period as per the Municipal Government Act, RSA 2000, c-26.1 and that the decision may be ultimately overturned or amended. I do accept that if I commence development prior to the appeal expiry date, I am doing so with the appropriate development and building permits issued and at my own risk accepting all legal responsibilities.

Applicant's signature *Date*

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