

Signs Application package

Development permits

A development permit ensures the proposed development meets the requirements of the Land Use Bylaw (Land Use Bylaw C-824-12). A Land Use Bylaw is required by the Municipal Government Act and establishes specific regulations for development, such as land use, setbacks, building heights or site coverage. It also covers signs.

Included in this application package

- ❖ Signs Development permit application form
- ❖ Owner's Authorization form
- ❖ Right of Entry Authorization form

City of Spruce Grove Development Authority

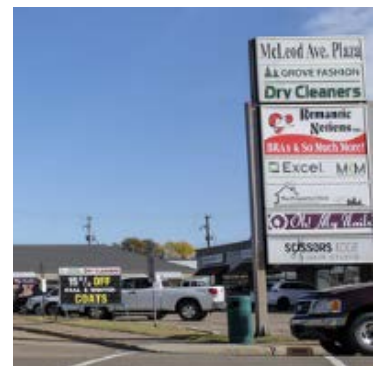
Director of Planning & Development and
Development Officers
Bylaw C-701-09

Planning & Development Office

414 King Street
Spruce Grove, AB T7X 3E8
Phone: 780-962-7582
Email: permits@sprucegrove.org

Development process

- 1 Pre-Application meeting** – a pre-application meeting may be held if required
- 2 Submit application and fee** – submit completed forms, supporting documentation and fee
- 3 Completeness review (10 days)** – upon receiving application and fee, staff review application to deem it complete (MGA Section 653.1). Acceptance letter is sent once application is deemed complete
- 4 Review and Decision (3-4 weeks)** – application is review and the Development Officer issues a decision (Section 13, Land Use Bylaw C-824-12).
- 5 Appeal (21 days from decision)** – the applicant, or any affected person can appeal the decision or conditions for a discretionary use to the Subdivision and Development Appeal Board (Section 19, Land Use Bylaw C-824-12).





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

SIGN DEVELOPMENT PERMIT APPLICATION

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

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:	Postal Code:
Applicant e-mail address:		Province:

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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APPLICANT'S AUTHORIZATION FOR DEVELOPMENT APPLICATION

Planning and Development
414 King Street Spruce Grove

Phone: (780) 962-7582
Fax: (780) 962-1062

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

I/We _____ being registered owner(s)
Print in Block Letters

Of _____ do hereby authorize
Legal Description of Property (Plan, Block, Lot)
to make application for
development affecting the
above noted property

Individual or Firm Seeking Application

Registered Owner Name as Per Certificate of
Title

Name of Signing Authority

Title or Position of Signing Authority

Registered Owner(s) Signature(s)

Address

Date

Mailing Address
315 Jespersen Ave
Spruce Grove, AB T7X
3E8

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MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, c.M-26

RIGHT OF ENTRY AUTHORIZATION

Planning and Development
414 King Street Spruce Grove

Phone: (780) 962-7582
Fax: (780) 962-1062

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

Owner(s) consent to the Right of Entry by an authorized person of the City of Spruce Grove for the purpose of a land site inspection relative to a proposed development permit application or Land Use Bylaw amendment.

Section 542 of the Municipal Government Act, R.S.A. 2000, c.M-26 stipulates that:

542(1) If this or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by a municipality, a designated officer of the municipality may, after giving reasonable notice to the owner or occupier of land or the structure to be entered to carry out the inspection, remedy, enforcement or action,

- (a) enter on that land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by the enactment or bylaw,
(b) request anything to be produced to assist in the inspection, remedy, enforcement or action, and
(c) make copies of anything related to the inspection, remedy, enforcement or action.

(1.1) A consent signed under section 653 is deemed to be a reasonable notice for the purposes of subsection (1).

In accordance with the above Section and this City's Land Use Bylaw requirements, it is necessary that this form be completed and returned with your application submission in order that an authorized person from the City may be able to do a site inspection if required on the property.

I/We grant consent for an authorized person of the City of Spruce Grove to enter upon the subject land for a site inspection.

Legal Land Description

Registered Owners Name as Per Certificate of Title

Name of Signing Authority

Property Address

Signature

Print Name & Title

Date

Mailing Address
315 Jespersen Ave
Spruce Grove, AB T7X
3E8

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