

SIGNAGE PERMIT APPLICATION

Planning & Development | Town of High River

Pre-application meetings are **required** for a Signage Permit. If you would like to book a pre-application meeting or to speak with the Planning & Development Services Division before submitting your application to discuss any concerns, please contact us at 403.652.2110 or at planning@highriver.ca and we would be pleased to assist you.

Applicants must fill in the following application form and submit all requirements (unless otherwise discussed with staff). **The Town does NOT accept incomplete applications.**

- Major Home Occupation Signage Applications are \$55
- All other signs are \$200 plus \$55 for each additional sign as part of the same application.

<u>FOR OFFICE USE ONLY</u>	DATE ACCEPTED AS COMPLETE: _____
ROLL NO.: _____	FILE NO.: _____
ZONING: _____	PERMITTED OR DISCRETIONARY (circle one)
VARIANCE(S) REQUIRED? YES/NO (circle one)	Maximum number of years the development authority may approve this type of signage: _____
Is the property within an Area Structure Plan, Area Redevelopment Plan, Area Concept Plan, and / or Neighbourhood Outline Plan? YES/NO (Circle one)	
If yes, specify _____	

PLEASE NOTE:

If your application includes any elements that **do not comply with Town regulations**, you will need to apply for a variance. Variance Development Permit applications **require** pre-application meetings. Please contact us at 403.652.2110 or at planning@highriver.ca and we would be pleased to assist you.

Variance applications require a fee (\$175) **IN ADDITION** to the base permit application.

Application Type:

- | | | |
|---|--|--|
| <input type="checkbox"/> Canopy | <input type="checkbox"/> Fascia | <input type="checkbox"/> Other
Please describe:

_____ |
| <input type="checkbox"/> Changeable Message | <input type="checkbox"/> Freestanding | |
| <input type="checkbox"/> Community Identification | <input type="checkbox"/> Projecting or Hanging | |
| <input type="checkbox"/> Developer Directional | <input type="checkbox"/> Window | |

APPLICANT / AGENT INFORMATION

Applicant Name:

Mailing Address:

Email:

Telephone/Fax:

PROPERTY INFORMATION

Property owner name(s):

Municipal Address of property:

Legal description (Lot, Block, Plan):

OWNER SIGNATURE / PERMISSION LETTER

Must provide either Owner signature below OR permission letter from the owner authorizing an Agent to sign the application form.

Owner signature

RIGHT OF ENTRY

In accordance with the *Municipal Government Act*, I hereby authorize the Town of High River to enter the above property for the purpose of conducting a site inspection(s).

Owner Signature

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The information collected via this form is being collected by the Town of High River pursuant to legislation governing the information handling practices of the Town of High River, specifically Sections 33 (a) and (c) of the Freedom of Information and Protection of Privacy Act (Alberta), the Municipal Government Act (Alberta), and other legislation or bylaws governing the municipality, as may be applicable. By signing this document, you acknowledge that, in accordance with Section 17(2)(g) of the Freedom of Information and Protection of Privacy Act your name, address and other details related to your permit may be made available to the public. Should you have any questions related to the collection or disclosure of your personal information, please contact the Legislative Services division for the Town of High River at 403.652.2110.

Applicant/agent signature

RELEASE OF DRAWINGS

The Town’s Land Use Bylaw requires that the Town post the Notices of Decision for discretionary uses, permitted uses that require variances, and permitted uses that have been approved with conditions on the Town’s website. The decision includes the applicable drawings. The Town requests that you seek permission from your designer(s) to allow the Town to post the applicable drawings on the Town’s website by having a representative of the design company(ies) fill in the following statement:

On behalf of _____ (design company name), I _____ hereby authorize the Town of High River to post the drawings for the development to be located at _____ (address) on the [Town’s website](#) for the sole purpose of the development permit process, including any potential subdivision and development appeals. The consent has been provided in accordance with Section 16(3)(a) of the Freedom of Information and Protection of Privacy (FOIP) Act.

Designer/design company signing authority signature

If consent is not provided, the public may still examine the plans at the Town office in accordance with Section 606(6)(b) of the *Municipal Government Act* but no copies of the plans will be issued

Items to be submitted unless otherwise discussed with staff:

ADMINISTRATIVE		
One hard copy AND .pdf (USB key or email)	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
a) Applicable Fee	<input type="checkbox"/>	<input type="checkbox"/>
b) Registered owner's signature (on p. 1) or a letter of authorization from the registered owner.	<input type="checkbox"/>	<input type="checkbox"/>
c) Copy of Certificate(s) of Title(s), validated within 30 days of the submission of the application at Town staff's discretion . They can be purchased at https://alta.registries.gov.ab.ca (\$10 each) or the Town can order them for you (\$15 each). If a certificate of title is required, Town staff will review the list of documents registered on title (e.g. restrictive covenants, utilities rights-of-way, etc.) and will determine whether the Town will require any of those documents to be part of the application. You will be responsible for providing the documents at your expense. They can be purchased at https://alta.registries.gov.ab.ca (\$10 each) or the Town can order them for you (\$15 each).	<input type="checkbox"/>	<input type="checkbox"/>
d) Color photographs of the building or site upon which the sign is to be erected or attached and the surrounding area.	<input type="checkbox"/>	<input type="checkbox"/>
WRITTEN SUBMISSION		
a) List of proposed materials and colours.	<input type="checkbox"/>	<input type="checkbox"/>
b) If proposing an electronic sign, provide operating hours (i.e. when the sign is turned on)	<input type="checkbox"/>	<input type="checkbox"/>
SITE PLAN		
One 8.5"x11" hard copies of site plan AND .pdf (USB key or email) showing the following required items in METRIC units	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
1) Site plan showing:		
a) The location of the sign(s) in relationship to property lines and other structures on site (if freestanding).	<input type="checkbox"/>	<input type="checkbox"/>
b) If proposed sign is freestanding, please include sign base details, such as landscaping	<input type="checkbox"/>	<input type="checkbox"/>
ELEVATION PLAN		
One 8.5"x11" hard copies of site plan AND .pdf (USB key or email – planning@highriver.ca) showing the following required items in METRIC units	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
2) Elevation plan(s) drawn to scale showing:		
a) For all existing and proposed signs, provide dimensions of the sign area (length and height). Clearly label what is proposed and existing.	<input type="checkbox"/>	<input type="checkbox"/>
b) For all proposed signs, include a rendering of the sign drawn to scale with background colours, lettering colours and lighting information indicated. NOTE: only lighting directed downward at the sign is permitted. Backlit signs and lighting directed upwards or outwards is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>
c) For freestanding signs, include the total height from grade to top of the sign.	<input type="checkbox"/>	<input type="checkbox"/>
d) For a fascia sign (sign on side of a building) provide dimensions for its location on the building drawn to scale, including measurements from nearest roof eave/line, ground and sides or walls of the building. Include the percentage of the façade the sign will cover and how far the sign will project from the building (superimposed images are encouraged). Provide dimensions showing distances from all other proposed and existing signage on the façade.	<input type="checkbox"/>	<input type="checkbox"/>
e) For a Projecting or Hanging sign, include dimensions showing how far it projects from the building. Provide dimensions from all other existing projecting or hanging signage on adjacent façades.	<input type="checkbox"/>	<input type="checkbox"/>

Note: Additional documentation may be required from the applicant after Town staff have reviewed the submitted application.

Applicant Signature
(confirming that all information provided is correct)

Date

Staff member reviewing application completeness

Date deemed to be complete

OFFICE USE ONLY

Approval: YES/NO (circle one)

Date: _____

Expiration date (if approved): _____