

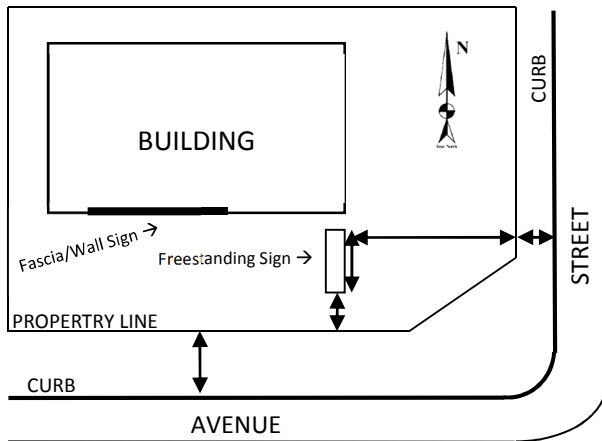
## DEVELOPMENT PERMIT APPLICATION - SIGNS

**PLEASE NOTE:** Additional information may be required at the discretion of the reviewing Development Officer.

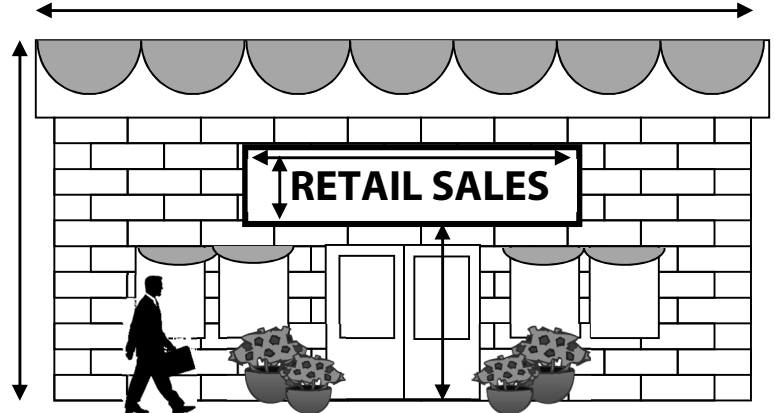
Applications can be submitted electronically by emailing all required documents to: [devpermits@cityofgp.com](mailto:devpermits@cityofgp.com)

<b>Submission Requirements for ALL Signs</b>																
Sign permit application form <b>(1 per sign)</b> Sign permit fees Photo of building or site with sign drawn on Certificate of Title dated within 30 days of the date of your application submission	One copy of site plan (see attached example) One set of sign details (see attached example) Authorization Form (signed by the registered owner) Right of Entry Form (signed by the registered owner)															
<b>LOCATION OF SIGN</b>	Municipal Address: _____ Legal Land Description Lot: _____ Block: _____ Plan: _____															
<b>PROPERTY OWNER INFORMATION</b>	Name: _____ Email: _____ Address: _____ Phone: _____ Alternate Phone: _____															
<b>APPLICANT INFORMATION (if different)</b>	Name: _____ Email: _____ Address: _____ Phone: _____ Alternate Phone: _____ Contractor      Tenant (if the Applicant is <b>NOT</b> the owner, an <b>Authorization Form</b> is required)															
<b>TYPE OF SIGN (check all that apply)</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Freestanding/Pylon Sign</td> <td style="width: 33%;">Fascia/Wall Sign</td> <td style="width: 33%;">Billboard Sign</td> </tr> <tr> <td>Illuminated</td> <td>Rotating</td> <td>With Flashing Lights</td> </tr> <tr> <td>With Electronic Changeable Copy</td> <td>With Manual Changeable Copy</td> <td>Electronic Message Display</td> </tr> <tr> <td>Permanent</td> <td>Temporary</td> <td>Portable</td> </tr> <tr> <td colspan="3">Other _____</td> </tr> </table>	Freestanding/Pylon Sign	Fascia/Wall Sign	Billboard Sign	Illuminated	Rotating	With Flashing Lights	With Electronic Changeable Copy	With Manual Changeable Copy	Electronic Message Display	Permanent	Temporary	Portable	Other _____		
Freestanding/Pylon Sign	Fascia/Wall Sign	Billboard Sign														
Illuminated	Rotating	With Flashing Lights														
With Electronic Changeable Copy	With Manual Changeable Copy	Electronic Message Display														
Permanent	Temporary	Portable														
Other _____																
<b>DIMENSIONS</b>	Horizontal: _____ Vertical: _____ Depth: _____ Height from ground to highest point of sign: _____															
<b>WORDING</b>	_____ _____															
<b>RENEWAL</b>	Number of stickers requested: _____ Number of plates requested: _____															

**SAMPLE SITE PLAN**



**SAMPLE SIGN DETAILS**



Site Plan Requirements

- Property line to curb
- Property line to sign (N and S)
- Property line to sign (E and W)
- Dimensions of sign (length, width)
- Height of sign from ground to top
- Location of sign on the building (Fascia Signs)
- All right of ways or easements

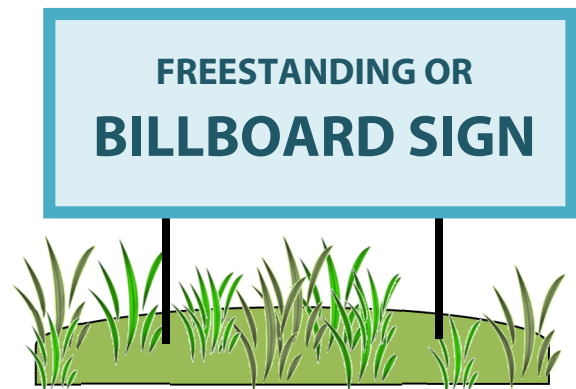
Freestanding or Billboard

- Size of sign
- Double Pole
- Single Pole
- Clearance from bottom of sign to grade
- Location of sign
- Total height of sign

Sign Details Requirements

- | <u>Building</u> | <u>Sign</u> |
|-----------------|-------------|
| • Height        | • Height    |
| • Width         | • Width     |

**FREESTANDING & BILLBOARD SIGNS**



I hereby declare **I am I represent** the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions / terms of the Land Use Bylaw. I / We will notify the Development Authority of any proposed changes to the plans submitted with this application.

**NOTE:** This information is being collected under the authority of the City of Grande Prairie Land Use Bylaw and will be used to process the application. This information may be used to provide statistical data. The information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information please contact the City of Grande Prairie FOIP Coordinator at 780-538-0300.

**NOTE:** By typing your name into the signature box below (or by signing a printed version of this application), you agree that all information submitted on this form is true and accurate.

\_\_\_\_\_  
**Signature of Registered Owner / Agent**

\_\_\_\_\_  
**Date of Application**

**IMPORTANT NOTICE:** THIS APPLICATION **DOES NOT PERMIT YOU TO COMMENCE INSTALLATION OF THE SIGN UNTIL SUCH TIME A DEVELOPMENT PERMIT HAS BEEN ISSUED BY THE DEVELOPMENT AUTHORITY AND YOU HAVE OBTAINED ANY OTHER PERMITS OR AP PROVALS THAT MAY BE REQUIRED. IF A DECISION HAS NOT BEEN ISSUED WITHIN 40 DAYS OF THE DATE THE APPLICATION IS DEEMED COMPLETE, YOU HAVE THE RIGHT TO FILE AN APPEAL TO THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD. CONTACT THE SDAB SECRETARY @ 780-538-0300 FOR APPEAL INFORMATION.**

**OFFICIAL USE ONLY**

**BASE FEE PAID:** \$ \_\_\_\_\_

**VARIANCE FEE:** \$ \_\_\_\_\_

**RECEIPT #:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ZONE:** \_\_\_\_\_

**APPLICATION #:** **PL** \_\_\_\_\_

**NOTE:** By typing your name(s) into the signature boxes below (or by signing a printed version of this application), you agree that all information submitted on this form is true and accurate.

**Right of Entry**

Right of Entry by an authorized person of the City of Grande Prairie for the purpose of a site inspection of the land relative to the proposed application.

In accordance with the Municipal Government Act of Alberta (Section 542 (1)) and the City of Grande Prairie’s Development Permit application requirements, the Right of Entry authorization must be completed, signed and returned at the time of application.

I/We \_\_\_\_\_  
 Print name(s) of registered owner(s)

Being the registered owners of \_\_\_\_\_  
 Legal description and / or municipal address of land

Do hereby authorize representatives of the City of Grande Prairie to enter upon the subject lands for the purpose of site inspection(s) to evaluate the proposed development and to ensure compliance with any subsequent conditions in the event the Development Permit application is approved.

\_\_\_\_\_  
 Signature(s) of registered owner(s)

**Authorization Form**

I/We \_\_\_\_\_  
 Print name(s) of registered owner(s)

Being the registered owners of \_\_\_\_\_  
 Legal description and / or municipal address of land

Do hereby authorize \_\_\_\_\_  
 Individual or firm making application

to submit a Development Permit application for of the above described property.

\_\_\_\_\_  
 Signature(s) of registered owner(s)

**Right of Entry and Authorization Sections Have Been Signed on:** \_\_\_\_\_