



(403) 934-3133



Development Permit Application Package

Strathmore

Signage Bench Signage

Version 2 - November 2021



FORM 1

Application Form

Applications can be submitted electronically by emailing all required documents to: development@strathmore.ca or in person to the Development Services Counter at Town Hall. **Development Fees must be paid with submission.**

Applicant & Property Owner information								
Applicant				P	Property Owner (if different than Applicant)			
Phone				P	Phone			
Email				E	Email			
Mailing Addr	Mailing Address				Mailing Address			
Town/City	P	Province	Postal Code	ostal Code Town/City		Provin	ce	Postal Code
			Location o	of D	evelopm	nent		
Civic Address	S							
Legal Address Lot		I	Block			Plan		
Description of Development								
This Application is for a:				Land Use District:				
O Permanent Sign				Sign Type: (e.g. Freestanding, digital, sandwich board etc.)				
0	Temporary Sign							
0	Bench :	Sign						
					Developmen	t Permit Ap	plication Fee	2:



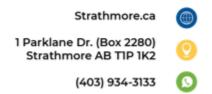
For Office Use Only				
Roll #:	Development Permit #:			
Building Permit Required? (Y/N)	Business License Required? (Y/N)			
Date Submitted:	Fees Paid? (Y/N)			

- 1. Failure to fully complete this form and/or supply the required information may delay your application.
- 2. Development Permit fees must accompany this application prior to its review.
- 3. A Development Permit does not become effective until the appeal period has expired or until any appeals have been heard and a decision has been rendered by the Subdivision and Development Appeal Board (SDAB).
- 4. If a decision has not been issued within 40 days of the date the application was deemed complete by Development Services, the application will be deemed to be refused. An appeal may then be made to the Subdivision and Development Appeal Board within 14 days.
- 5. A Development Permit shall be deemed void after 12 months of no progress.
- 6. A Development Permit is NOT a Building Permit or a Business License. Any approvals granted regarding this Development Permit application does not excuse the applicant from applying for the necessary Building Permits or Business Licenses, nor does it excuse the applicant from abiding by other applicable Municipal, Provincial, and/or Federal licenses or requirements.
- 7. This Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreements affecting the building and/or lands. The Applicant is still responsible to comply with any and all conditions affecting a building and/or land.

best of my knowledge and abili	ities, is accurate and complete.
Owner/Applicant Signature	Date

I have read, understood, and agree to the above information. The information I have provided is true, and to the





FORM 2

Development Permit Application Checklist

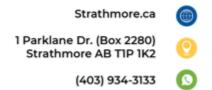
All information in the following checklist must be attached to every Development Permit application. THIS LIST MUST BE SIGNED AND SUBMITTED WITH THE APPLICATION FORM.

	Required Documentation and Information						
Applicant	Office						
0	0	Certificate of Title dated within 30 days of this submission					
0	0	Owner Authorization Form (see Form 3)					
0	0	Right of Entry Form (see Form 3)					
0	0	Development Permit Application Fee					
0	0	Complete Site plan that includes the following					
0	0	a. North Arrow and Key Map (Showing adjacent properties within 50m of the site)					
0	0	b. Address, Legal Description, Property Lines, Lot Area, Site Width, and Site Depth					
0	0	c. Utility Rights-of-Way and Easements					
0	0	d. Outline of all buildings (including accessory buildings)					
0	0	e. Parking, loading areas, drive aisles, circulation roads, driveway flares, vehicle maneuvering and the Corner Visibility Triangle.					
0	0	f. Signage Setbacks from each property line and existing buildings					
0	0	g. Location of existing service lines, electric and gas metres, utility poles guy wires, hydrants					
0	0	 Lighting standards and building illumination. Note: backlit fascia signage is prohibited in the CB District 					
0	0	i. Public amenities located within six (6) metres of the subject property (see Form 6)					
0	0	Sign Information (see Form 5)					
0	0	Public Amenities Disclosure (see Form 6)					
NOTE: The Development Officer/Planner may request additional information beyond the checklist requirements.							

NOTE: By signing your name on the signature line below, you agree that all information submitted on this form is true.

Owner/Applicant Signature	Date
Application Screened for Completion By:	Date





FORM 3

Right of Entry & Owner Authorization Form

All information in the following form must be filled-out and submitted with every Development Permit application.

OWNER A	UTHORIZATION		
I/We			
Print n	ame(s) of registered owner(s)		
Being the registered owner(s) for			
	Legal description and/or municipal address of land		
Do hereby authorize			
	Individual or firm making application		
To submit a Development Permit application on our b	ehalf for the above described property.		
Owner Signature	Date		
RIGH	T OF ENTRY		
I/We			
Print n	ame(s) of registered owner(s)/applicant(s)		
Being the registered owner(s)/applicant(s) for			
	Legal description and/or municipal address of land		
Do hereby authorize representatives of the Town of Strathmore 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.			
To submit a Development Permit application on our b	ehalf for the above described property.		
Owner/Applicant Signature	Date		



Strathmore.ca	
1 Parklane Dr. (Box 2280) Strathmore AB TIP 1K2	0

(403) 934-3133

FORM 4

Sign Information

Height of sign		Width of sign: grade to top of sign)						
(fr	om grade to top of	sign)	(from bot	tom to top)				
Clearance:	grade to underside							
(from	grade to underside	of sign)						
Sign is: Nev	w Existing							
What type of sig	n is proposed?	Fascia	Freestanding	Digital	Other			
Sign is located or	Town prope	erty	partly on, or overha	ngs, Town pro	pperty)			
Will sign be illum	inated? Yes	No						
Freestanding Sig	n							
Is the power pro	vided underground	? Yes	No					
Are anchor bolts	covered? Ye	s; indicate h	now					
Digital Sign	No)						
Is the sign equipp	oed with an ambier	nt light mete	er (which will operat	e at all times	the sign is operati	ng)?	Yes	No
Can the sign be s	et to not exceed 3.	0 LUX?	Yes No					
How often is the	delay set to change	e the sign m	essaging?s	econd delay				
Is the proposed s	ign within 125 met	res, and visi	ble from, a building	containing a	dwelling unit?	Yes	No	
If the contact info 403-934-3133.	ormation changes,	the sign ow	ner must provide th	e Town of Stra	athmore with upd	ated info	rmation	at
Ov	vner/Applicant Sigr	ature			Date		_	