

**Planning and Development**

9613-100 Street
Morinville, AB T8R 1L9
Phone (780) 939-8275
Fax (780) 939-2076
Email: PandD@sturgeoncounty.ca

For Office Use

Permit Number: _____
Date Received: _____
Received By: _____

SIGN PERMIT APPLICATION

Sturgeon County Bylaw 1127/07 regulates signage that is posted, placed or erected on Sturgeon County Road Right-of-Ways
This application is for signs on Private Property - Sturgeon County Land Use Bylaw 1385/17

APPLICANT INFORMATION**Complete if different from Applicant**

Name of Applicant:		Name of Registered Land Owner:	
Mailing Address:		Mailing Address:	
City:		City:	
Postal Code:	PH:	Postal Code:	PH:
Contact Name:		E-Mail Address:	

SIGN LOCATION INFORMATION

Legal Description of Property All/Part _____ 1/4 Section _____ Twp. _____ Rge. _____ West of the _____ Meridian
OR Lot _____ Block _____ Registered Plan No. _____ Hamlet or Subdivision _____
Parcel Size: _____ Rural Address: _____

SIGN DESCRIPTION

Type of Sign: _____
(Ex: Freestanding; Animated or Digital; Billboard; Developer Marketing Sign; Etc.)

☐ Permanent Sign
☐ Temporary Sign If Temporary, date of removal: _____

Height of the sign from grade: _____
Sign Dimensions: _____

INCLUDE THE FOLLOWING:

☐ Detailed Drawings/Information illustrating: Construction Materials, Finishes, Colors, Lettering Size, Etc.
☐ Detailed Installation/Mounting Information

APPLICANT AUTHORIZATION

I/We hereby give my/our authorization to apply for this development permit application and allow authorized persons the right to enter the above land and/or building(s) with respect to this application only. I/we understand and agree that this application and any development permit issued pursuant to this application or any information thereto, is not confidential information and may be released by Sturgeon County.
I/We grant consent for an authorized person of Sturgeon County to communicate information electronically as per Section 608 (1) of the Municipal Government Act, R.S.A. 2000., c.M-26.

Signature of Authorized Applicant(s)	Date	Signature of Landowner(s)	Date
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FOR OFFICE USE ONLY

Discretionary Use ☐ Permitted Use ☐

Fee \$ _____ Penalty \$ _____ Receipt # _____ Tax Roll # _____ Zoning _____

Paid By: Cash / Cheque / Debit / VISA / MasterCard

M/C or Visa Number _____ Expiry Date: _____

Name (as it appears on card): _____ Authorized Signature: _____

SIGN PERMIT CHECKLIST

☐ **Completed Sign Permit Application Form**

Completed in full with accompanying documentation and signed by the registered land owner or person authorized on their behalf.

☐ **Land Title Certificate**

Searched within 30 days prior to the application. If the parcel is titled to a company name, you will also be required to provide a Corporate Registry. These documents can be obtained from any Provincial Registry Office or online at <http://www.spin.gov.ab.ca/>.

☐ **Site Plan**

Drawn to scale, showing the dimensions of the property, distances from roadways and existing buildings.

☐ **Roadside Development Permit (if applicable)**

If applicable, and the location of the sign is within 300 m from a provincial right-of-way 800 m of the centerline of a highway and public road intersection

PERMIT FEES ARE NON-REFUNDABLE

NOTE:

All development and construction that occurs prior to permit issuance is subject to a penalty which amounts to double the current permit fee. A Stop Work Order may also be issued.

Please be advised that any information provided to Sturgeon County (the "County") in order to process your application is subject to the application of the Access to Information Act (ATIA) and may be used and disclosed in accordance with the legislation. Specifically, all documents and studies required to be prepared and submitted by the applicant to the County are deemed to be publicly available and the property of the County once they are submitted to the County to process the application. Unless the submitting party explicitly indicates, in advance and clearly on the face of the record, that certain parts of the information are provided in confidence to the County and are to remain confidential, all documents and studies submitted to the County may be subject to disclosure under the ATIA. If confidentiality is required, it is the responsibility of the submitting party to clearly mark such records as Confidential and provide written rationale for the request. Should the applicant provide the County with such a declaration of confidentiality, the County will take this under consideration to determine if the document and/or study can be accepted in confidence; however, the County cannot guarantee that such information will remain confidential and will not be subject to disclosure pursuant to the AITA.