

# SIGN

## Development Permit Application Information



**COMPLETE THE ATTACHED APPLICATION FORM** – by printing clearly or filling out all of the required fields electronically. The application must be signed by the registered owner(s) of the land if different from the applicant. Please note that handsigned electronic signatures are accepted, but digital encrypted type signatures are not accepted.

**INCLUDE A SITE PLAN** drawn to scale showing:

- the legal description of the property;
- the parcel dimensions;
- location of the proposed sign(s);
- distance(s) to any highway(s) or road(s); and
- distance(s) to all property line(s).

**INCLUDE A SIGN SKETCH OR PHOTO** showing:

- dimensions of the sign face;
- wording;
- colours and finishes;
- supporting structure; and
- height above ground level.

**A NON-REFUNDABLE PROCESSING FEE** must also be paid at the time the application is made. The current fee is \$50 for a sign application. **All fees are payable to Lacombe County via cheque, cash, debit, or credit card. Credit card payments are completed using OptionPay (a third party software provider) and are subject to additional surcharges.**

**MORE INFORMATION** may be requested by the County to properly evaluate the application.

**PLEASE NOTE** no work is to begin on the construction and installation of the sign(s) until the County has issued a permit.

**OTHER APPROVALS MAY BE REQUIRED.** A permit will also be required from Alberta Transportation for any sign to be located within 300 metres (984 feet) of a provincial highway right-of-way boundary or within 800 metres (2625 feet) of an intersection of a provincial highway with another public road.

**RETURN THE APPLICATION TO**



Lacombe County  
Attention: Planning Services  
RR 3 Lacombe AB T4L 2N3  
[planning@lacombecounty.com](mailto:planning@lacombecounty.com)



**For further information about the development permitting process, please call Planning Services at (403) 782-8389.**

# SIGN

## Development Permit Application Form



**THIS FORM IS TO BE COMPLETED & SIGNED IN FULL, WHEREVER APPLICABLE, BY ALL REGISTERED OWNER(S) OF THE LAND AND/OR BY A PERSON AUTHORIZED TO ACT ON BEHALF OF THE LANDOWNER(S)**

### 1 LANDOWNER INFORMATION

Name of registered owner(s) of land		
Address		
Town	Province	Postal Code
Home Phone	Cell Phone	
Email		

I would like to pick-up my Notice of Decision and Development Permit, rather than having it mailed.

I would also like an emailed copy of my Notice of Decision and Development Permit.

### 2 APPLICANT AUTHORIZED TO ACT ON BEHALF OF REGISTERED LANDOWNER(S) (IF APPLICABLE)

Name of applicant(s)		
Address		
Town	Province	Postal Code
Home Phone	Cell Phone	
Email		

### 3 LEGAL LAND DESCRIPTION OF PROPERTY

<input type="radio"/> All	OR	<input type="radio"/> Part of	Quarter (ie. NE/NW/SE/SW)	Section	Township	Range	West of the	Meridian
OR Being all parts of			Lot	Block	Plan			
Hamlet or Subdivision Name								
Civic Address (Blue 911 Sign)					Total Parcel Size			

**4 TYPE OF SIGN**

Freestanding sign OR  Fascade Sign OR  Subdivision Sign

The sign will be illuminated.

**5 PURPOSE OF SIGN**

**6 LOCATION OF SIGN**

**7 SUPPORTING DOCUMENTS ATTACHED**

Site Plan

Sketch of Sign

Other (please specify)

**8 DECLARATION**

- I/We declare that the information given on this form and accompanying plan(s) and other documents are to the best of our/my knowledge a true statement of facts concerning the proposed development.
- I/We also give my/our consent to allow a person appointed by the County the right to enter upon the said property with respect to this application only.
- I/We hereby consent to the public release and disclosure of all information contained within this application and supporting documentation as part of the development process.
- I/We hereby authorize the Applicant(s) named in this application to act as Agent(s) on my/our behalf in the matter of development of the above-referenced lands.

Registered Landowner Signature	Date
Registered Landowner Signature	Date
Applicant Signature <i>(If Different than the Registered Landowner)</i>	Date
Applicant Signature <i>(If Different than the Registered Landowner)</i>	Date

*Please note that all information that you provide will be treated as public information in the course of Lacombe County's consideration of this development application pursuant to the Municipal Government Act, R.S.A. 2000 Chapter M-26 and the County's Land Use Bylaw. By signing this application, you consent to the public release of any information provided by you pursuant to this development. Information you provide will only be used for purposes related to the evaluation and consideration of this development application. If you have questions about this, please contact the FOIP Coordinator, Lacombe County, RR 3, Lacombe AB T4L 2N3 (403) 782-6601.*