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DEVELOPMENT PERMIT INFORMATION
SIGN PERMITS

A COMPLETED DEVELOPMENT PERMIT APPLICATION REQUIRES:

- 1. A completed application form;
2. A completed site plan (for all freestanding and portable signs), showing location of buildings and signs;
3. Sign Elevations (for all permanent signs), showing what the sign face will look like;
4. Non-refundable application fee;
5. Signature of ALL landowners;
6. Any additional information requested by the Development Authority.

PERMIT INFORMATION:

- Failure to complete the Application or supply the required information, plans or fees may cause delays in application processing.
The Development Authority may refuse to accept your application if the required information has not been supplied or if the quality of the information is inadequately to properly evaluate the Development Permit application.
If the Development Permit Application is approved, the applicant will be notified in writing. The permit does not become valid until the development permit conditions have been met and there has been a fourteen (14) day appeal period in which the proposed development is advertised in the Local Newspaper (discretionary use applications only).
If the Development Permit Application is refused, the applicant will be notified in writing. The Decision will outline the specific reasons for the refusal. There is a right of appeal to anyone affected by a decision of the Development Authority, pursuant to Part 17 of the Municipal Government Act.
Notwithstanding the issuance of this permit, the Town does not assume responsibility that the plans and specifications as filed comply with the Safety Codes Act and Regulations, and the granting of this permit shall in no way relieve the owner of the building or the constructor thereof from complying with the requirements of the Safety Codes Act and Regulations, and any relevant Town Bylaws or Provincial or Federal Statutes or Regulations in force.
Penalty fees will apply if work proceeds without a Sign Permit being issued.

Sign Regulations available at Town Office or on website www.sylvanlake.ca (Land Use Bylaw #1555/2010)

FEES

Table with 2 columns: Fee Description and Amount. Rows include Portable Signs (\$25.00), Signs (Permitted) (\$50.00), and Signs (Discretionary or requiring a variance) (\$75.00).

Development Permit Application – SIGN PERMIT



FOR OFFICE USE ONLY

Date Received: _____ Fees Submitted: _____
Land Use District: _____ Receipt No.: _____
Development Permit (Application) No.: _____
Tax Roll No.: _____

1. APPLICANT INFORMATION

Applicant's Name: _____ Business Name: _____

Mailing Address: _____
City Province Postal Code

Email Address: _____ Telephone: _____ Fax: _____

Business Street Address (proposed sign location): _____

Lot: _____ Block: _____ Plan: _____ Land Use District (Zoning): _____

Land Owner (if different from above): _____

Address: _____ Phone: _____
City Province Postal Code

2. SIGN INFORMATION

Sign Type: A-Board Awning/Canopy Board Sign Fascia Sign Freestanding Sign Projecting/Blade Sign
 Roof Sign Painted Wall Sign Painted Wall Mural Portable/Changeable Copy Sign

No. of signs required: _____ Location on Building: North South East West

** Site Plan Showing Distance from Property Lines is required for freestanding & portable signs.

Sign Height: _____ Sign Face Area (size): _____

Freestanding Signs: Distance to Grade: _____ Will the sign include changeable copy?: Yes No

Portable Signs: Description of sign: _____

Date sign to be in Place: From: _____ To: _____
(60 day maximum permitted)

LOGO (what will the sign read): Permanent Signs only (Elevation Plans Required)

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS FULL AND COMPLETE AND IS, TO THE BEST OF MY KNOWLEDGE, A TRUE STATEMENT OF THE FACTS RELATING TO THIS APPLICATION FOR DEVELOPMENT APPROVAL.

Signature of Applicant

Signature of Registered Owner(s)

Date: _____