



Depending on the type of development you are applying for, some requirements and information may not apply. All application requirements are as per the [Town of Sylvan Lake Land Use Bylaw #1695/2015](#). **Failure to complete the application form or supply the required information, plans or fees, may cause delays in application processing.** Hard copies of applications to be mailed, couriered, or dropped off at the Municipal Government Building.

- ☐ A completed development permit application form with non-refundable fee(s)
- ☐ A Site Plan indicating:
 - ☐ north arrow and scale of plan
 - ☐ legal description of the property
 - ☐ location of buildings
 - ☐ location of the sign
 - ☐ distance to front and side property lines (if applicable)
 - ☐ approaches and/or driveway locations
 - ☐ distances from existing buildings (if applicable)
 - ☐ distances from existing signs (if applicable)
- ☐ Building elevations indicating:
 - ☐ amount of projection from building face or above the building roof or parapet wall (if applicable)
- ☐ Sign elevations indicating:
 - ☐ height above ground level
 - ☐ height of a freestanding sign including the sign's foundation detail
 - ☐ detailed illustration of the sign:
 - ☐ overall dimensions of the sign
 - ☐ design of the sign copy, including lettering & colors
 - ☐ manner of illuminating
 - ☐ type of construction & finish
- ☐ Signature of ALL landowners
- ☐ Any additional information requested by the Development Authority.

NOTE: A building permit may be required

FEES (Non Refundable)

PLEASE NOTE: Building Permit fees are NOT included in the schedule below

Portable / Temporary Signs	\$25.00
Signs (Permitted (Permanent)).....	\$50.00 per sign type
Signs (Discretionary or Relaxation Request)	\$75.00 per sign type

PERMIT INFORMATION:

- Failure to complete the application form 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 inadequate to properly evaluate the Development Permit application.
- The applicant will be notified in writing if their application is complete or incomplete within twenty (20) days of submitting an application. Incomplete application notices will list the missing information with a timeline to submit any outstanding information.
- The applicant will be notified of a decision in writing.
- Development permit may not be considered valid until a twenty-one (21) day appeal period has lapsed.

- If the development authorized by a permit is not commenced within twelve months from the date of its decision or the date of the decision of the Subdivision and Development Appeal Board upon appeal, nor carried out with reasonable diligence as determined by the Development Authority, the permit ceases to be effective, unless an extension to this period, being no longer than an additional twelve months, has previously been granted by the Development Authority.
- 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.



I hereby make application under the provisions of the [Town of Sylvan Lake Land Use Bylaw #1695/2015](#) for a Development Permit in accordance with the plans and supporting information submitted herewith and which forms part of this application.

PART 1 - APPLICANT INFORMATION

Applicant: _____ Telephone: _____
Mailing Address: _____ City: _____ Province: _____ Postal Code: _____
Email Address: _____ I agree to receive electronic notification: ☐ Yes ☐ No
Registered Land Owner: _____ Telephone: _____
Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

PART 2 SIGN INFORMATION

a) Civic Address: _____ Lot: _____ Block: _____ Plan: _____
b) Sign Type: ☐ A-Board ☐ Awning/Canopy ☐ Board Sign ☐ Fascia Sign ☐ Freestanding Sign ☐ Projecting/Blade Sign
☐ Window Sign ☐ Painted Wall Sign ☐ Painted Wall Mural ☐ Portable/Changeable Copy Sign ☐ Roof Sign ☐ Post Sign
☐ Other (Specify): _____
c) No. of signs required: _____ Location on Building: ☐ North ☐ South ☐ East ☐ West
d) Sign Height: _____ ft ☐ m Sign Face Area (or size): _____ ft² ☐ m²
e) Freestanding Signs: Distance to Grade: _____ ft ☐ m Will the sign include changeable copy?: ☐ Yes ☐ No
f) Portable Signs: Description of sign: _____
g) Temporary Signs: Date sign to be in place: From Date (m/d/y): _____ To Date (m/d/y): _____
h) Project Value: \$ _____
i) LOGO - What will the sign read (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. By submitting an application, I hereby allow right of entry for inspection purposes

Applicant (Print): _____ Signature: _____ Date: _____
Registered Owner (Print): _____ Signature: _____ Date: _____
Registered Owner (Print): _____ Signature: _____ Date: _____

OFFICE USE ONLY

Dev. Permit No.: _____ Fees Submitted: _____ Receipt No.: _____ Date Received: _____
Tax Roll No.: _____ Land Use District: _____ ☐ Permitted ☐ Permitted w/Relaxation ☐ Discretionary