

# Development Permit Application



## Signage

All materials must be clear, legible, and precise. Only applications that are complete will be accepted. This application is for a development permit only, if a building permit is required, you must apply for it separately.

### Address

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

### Applicant

Same as Property Owner

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Town/City \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Signature \_\_\_\_\_

### Property Owner

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Town/City \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_  
Signature \_\_\_\_\_

Providing an email means you consent to receiving documents or communications related to this application, including, but not limited to development permit decisions, acknowledgments confirming an application is complete, any notices identifying or requesting outstanding documents and information, by email.

I, the applicant, acknowledge that:

1. This application does not exempt the applicant, owner, or owner's agents from full compliance with any easement, covenant, building scheme, or other agreements affecting the property, nor from any applicable laws, bylaws, or regulations.
2. The Town and its agents have the right to enter the property to inspect for and enforce compliance with issued permits, and any relevant bylaws, regulations, and legislation.
3. I declare that I have reviewed the information from the Energy Resource and Conservation Board (ERCB) and can advise that the information shows the absence of any abandoned wells on the parcel that is the subject of this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### As the Applicant, I affirm:

I am the registered owner of the above property  
I have entered into a binding agreement to purchase the above property with the registered owner(s)  
I have permission of the registered owner(s) of the above property to make this application for a Development Permit

### Project Info

Start Date: \_\_\_\_\_  
End Date: \_\_\_\_\_  
Project Value: \_\_\_\_\_  
Sign Project Type:  New Sign  Replacement  
 Sign Addition  Repair

### Project Description

### OFFICE USE ONLY

Zoning \_\_\_\_\_

Assigned DP #: \_\_\_\_\_

Defined Use \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ +\$15 (Title Search)

Allowable Use:  Permitted  Discretionary

Receipt Number: \_\_\_\_\_

# Development Permit Checklist



## Signage

Applicants must check all necessary boxes, acknowledging that their application package contains all required information. **An incomplete application may result in processing delays and/or a permit refusal.**

### Development Permit Application Package Requirements

Site Plan

Signage Design

Elevation Drawings

Certificate of Title\* (<30 days)

\*If the applicant is unable to obtain a Certificate of Title, the Town will acquire one for an additional fee of \$15.

## Site Plan Components

1. Must be oriented with north at the top of the page and must contain a north arrow.
2. Must include in a text block on the site plan:

Property address

Size of lot in hectares/acres

# of existing signs

# of proposed signs

3. Must show site layout (and dimensions in metric or standard) which includes:

All property lines & adjacent streets/roads

All existing and proposed structures

All signage setback, separation, and projection distances

All site accesses and nearby intersections

Existing underground and above ground utilities

Existing/proposed water bodies/features

## Signage Design

1. Must be included for all proposed signs and show:

Design of each sign including exact spellings

Size and dimensions of each sign and structure

Type of construction, colour, and finish

Method of illumination (if required)

Dwell time, transition time, transition effects, digital display messages, and luminance (digital signs only)

## Elevation Drawings

1. Must be included for all proposed signs and show:

Location of sign on building/structure

Vertical and horizontal dimensions of building faces, structures, and signs

Location of separate illumination sources (if required)

Method of power delivery (if required)

Method of support/installation of each sign

## Processing Information

As per the Municipal Government Act, the Town of High Level has up to 20 days from the receipt of a permit application to determine whether the application is complete, and up to another 40 days to issue a decision on the application.

The Town strives to issue decisions on applications sooner than the timelines outlined under the Municipal Government Act; however, this is only possible if permit applications are complete and have all the information required by the Town to make an informed decision.



## Site Plan

### Address:

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### Lot Size:

\_\_\_\_\_  
Hectares  
\_\_\_\_\_  
Acres

### # of Existing Signs

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### # of New Signs

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### Other Info:

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