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## SIGNAGE DEVELOPMENT APPLICATION

(A-Board, Awning and Canopy, Billboard, Election, Fascia, Free Standing, Painted Wall, Portable, Projecting, Subdivision, and Wall)

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### **A Permit is NOT Required for:**

(All of the following signs must conform with the Land Use Bylaw No. 2006/6 Section 81)

- Government signs, notices, placards or bulletins
- Street numbers or letters
- Non-illuminated signs advertising home businesses, bed and breakfast establishments or guest ranches that have received County approval
- Fascia sign stating:
  - Name or address of building
  - Name of person or institution occupying the building
  - Hours of operation or rate charges
- Real-estate property management sign
- Candidate election signs
- Directional signs
- Temporary signs charitable local events
- Construction signs
- Signs for the guidance, warning or restraint of persons

### **Application Checklist**

- Complete application form
- Signatures of **all registered landowners**
- Verification of signing authority for Companies (if applicable)
- Complete Appointment of Agent form if landowner is not the applicant
- Applicable application fees
- Site plan (awning/canopy, fascia, projecting, and wall signs are exempt) indicating:
  - Location of all structures, parking, access, and landscaping on the property
  - Location of all easements and/or utility rights-of-way
  - Location of all proposed signs and setbacks from property lines, structures, and easements and/or utility rights-of-way
- 2 copies** of complete professional drawings including:
  - Elevation drawings (may include rendering/illustration)
  - Overall dimensions of the sign and total sign area
  - If applicable, the amount of projection from the face of the building
  - If applicable, the amount of projection over County property
  - The height of the top and the bottom of sign above the average ground level at the face of the building or sign
  - The distance to aerial power lines from freestanding signs
- Any other information that is deemed necessary by the Development Authority

## **Public Notice**

The following will be the manner in which notice will be given for the issuance of Development Permits:

### **PERMITTED USES:**

Not requiring a relaxation: Upon the issuance of a Development Permit, the details will be posted on the Public Bulletin Board in the County office, and on the County's website.

Requiring a relaxation: Upon receiving the application, the application will be referred to affected adjacent landowners. Upon an approved decision of an application the details of the application will be advertised in the *Red Deer Express*.

**DISCRETIONARY USES:** Upon receiving the application, the application will be referred to affected adjacent landowners. Upon an approved decision of an application the details of the application will be advertised in the *Red Deer Express*.

**A person or persons affected by an order, decision or development permit may submit their appeal and required \$300 appeal fee in writing within 14 days of the date of advertising to:**

Secretary, Development Appeal Board  
Red Deer County  
38106 Range Road 275  
Red Deer County, AB T4S 2L9

## **Additional Permit Requirements**

Please be advised your development project may require approvals and permits other than those issued by Red Deer County. Approval may be required from the following agencies, but not limited to:

- Alberta Environment
- Alberta Transportation
- National Resource Conservation Board (NRCB)
- Alberta Agriculture
- Energy Resources Conservation Board (ERCB)
- Alberta Health Services
- Alberta Safety Codes Act
  - Building Permits
  - Plumbing Permits
  - Gas Permits
  - Electrical Permits
- Petroleum Tank Management Association of Alberta
- Other Agencies as Required

It is your responsibility to obtain any necessary permits as Planning & Development Services may require copies from you. All projects should commence with consideration of the Home Owners FireSmart Guidelines and the Provincial Fire Code.

**For further information, please contact Planning & Development Services at:**

38106 Range Road 275  
Red Deer County, AB T4S 2L9  
Phone: (403) 350-2170  
Fax: (403) 346-9840  
[www.rdcountry.ca](http://www.rdcountry.ca)

**Please Note:**

Property Owners can obtain information regarding utilities, well, pipelines etc. that may be located on, over or below their property by contacting **AB Environment Information Services Group:**

Toll free: 403-310-0000 when prompted enter 403-297-8311 then select option 2. Or e-mail [infoservices@ercb.ca](mailto:infoservices@ercb.ca)

Please note that the personal information requested in these forms is protected under the Freedom of Information and Protection of Privacy Act (FOIP). Collection of the personal information on this form is authorized under the Municipal Government Act and is required for the purpose of the County's Planning and Development processes. The information will be used by the County staff and representatives for contact information. If you have questions regarding FOIP, please phone (403) 350-2150 and ask for the FOIP Coordinator.

# SIGNAGE DEVELOPMENT PERMIT APPLICATION

## SECTION A - CONTACT INFORMATION

Applicant \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_ Alternate \_\_\_\_\_  
Postal Code \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

## SECTION B - SITE INFORMATION

Legal Land Description Lot \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan \_\_\_\_\_  
1/4 \_\_\_\_\_ Section \_\_\_\_\_ Twp \_\_\_\_\_ Range \_\_\_\_\_ W of \_\_\_\_\_ M  
Land Use Zoning \_\_\_\_\_ Parcel Size \_\_\_\_\_

## SECTION C - DEVELOPMENT

Sign Type \_\_\_\_\_  
Sign Height \_\_\_\_\_  
Sign Area \_\_\_\_\_  
Distance from top of sign to grade \_\_\_\_\_  
Value of Proposed Development \_\_\_\_\_

Existing Buildings and Present Use of Property \_\_\_\_\_

Is the development within 1/2 mile of a Provincial Highway? Please circle: Y / N  
If yes, which highway: \_\_\_\_\_

## SECTION E - FINAL AUTHORIZATION

By submitting an application for development I am allowing right of entry for inspection purposes. I hereby make application and acknowledge all plans and information submitted are, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
Applicant/Landowner Signature Date  
\_\_\_\_\_  
Applicant/Landowner Signature Date

## OFFICE USE ONLY

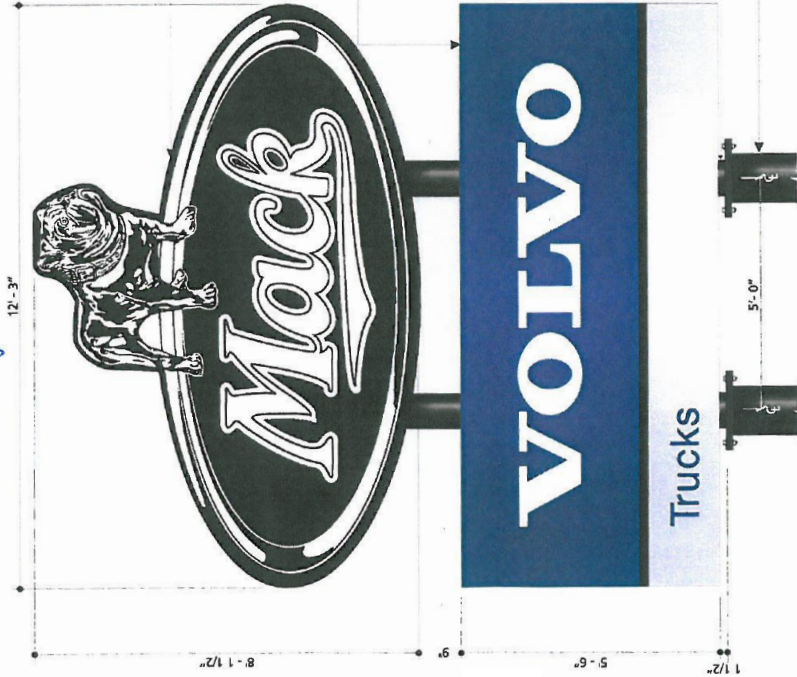
Application Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date Received  
Agreement Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

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# SAMPLE ELEVATION DRAWINGS

D/S ILLUMINATED PYLON SIGN

SCALE: N.T.S.



FORMED ALUMINUM SIGN BOX  
 -FORMED ALUMINUM RETURNING AND FITS COVER (FRAMELESS) PAINTED BLACK  
 -DIGITAL GRAPHICS PRINTED DIRECTLY TO WHITE FLEX FACE

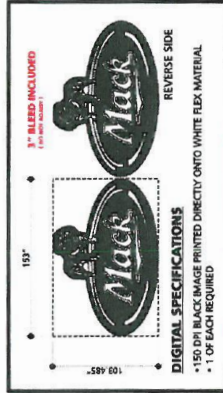
ILLUMINATED SIGN BOX  
 -ALUMINUM CONSTRUCTED SHELL PAINTED BLUE PMS #072.  
 -BOTTOM PAINTED SILVER PMS #877.  
 -"VOLVO" TO BE 18mm CLEAR ACRYLIC LETTERS WITH TRANSPARENT WHITE VINYL APPLIED TO FACE/ LETTERS TO BE MOUNTED FROM OUTSIDE OF ALUMINUM FACE AND "MACK" TO BE ROUTED OUT OF ALUMINUM FACE AND BACKED UP WITH 3/16" WHITE ACRYLIC.  
 -WHITE ACRYLIC TO HAVE ROYAL BLUE 3M #3630-87 APPLIED TO 1ST SURFACE  
 -BLACK 3M #3630-22 APPLIED SURFACE OF ALUMINUM SHELL.

NOTE:  
 SIDES, TOP AND BOTTOM FILLER PIECES TO MATCH FACE COLOURS

8.58" DIA H.S.S. POLES PAINTED BLACK

12" DIA H.S.S. POLES PAINTED BLACK

DRAWING NO  
 #MACVOL-PY30x12



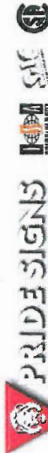
- VECTOR ARTWORK REQUIRED.
- DIGITAL IMAGE FOR PRINTING REQUIRED.
- FINAL COLOUR SPECIFICATIONS REQUIRED.
- SITE CHECK REQUIRED.
- PRELIMINARY ARTWORK APPROVED FOR PRODUCTION

CLIENT APPROVAL

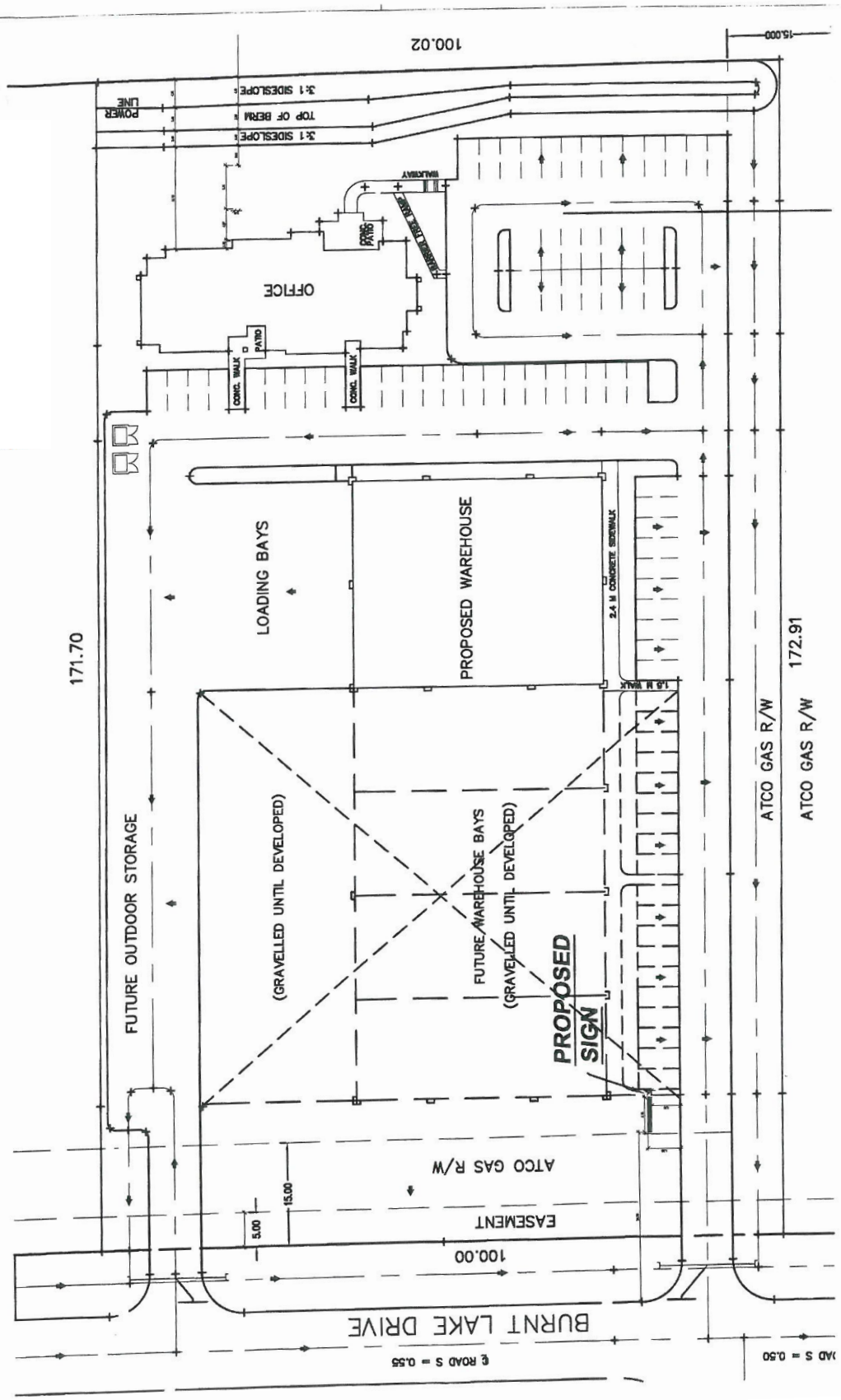
REVISION DATE:  
 SALES: JIM FARWELL  
 DRAWN BY: T. DODGE  
 DATE: FEBRUARY 9, 2005



VARIOUS LOCATIONS  
 CANADA



# SAMPLE SITE PLAN





PLANNING AND DEVELOPMENT SERVICES  
38106 Rge Rd 275, Red Deer County, AB T4S-2L9  
Phone: (403) 350-2170 Fax: (403) 348-9840

**APPOINTMENT OF AGENT**

This form must accompany all applications where the applicant is not the registered landowner

PLEASE INCLUDE ALL NAMES ON THE CERTIFICATE OF TITLE

I/We \_\_\_\_\_, being the registered owner(s) of:  
(Printed Owner(s) Name(s))

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

¼ \_\_\_\_\_ Section \_\_\_\_\_ Twp \_\_\_\_\_ Range \_\_\_\_\_ West of \_\_\_\_\_ Meridian

do hereby authorize:

\_\_\_\_\_ of \_\_\_\_\_, to act as Agent  
(Name of Agent) (Address of Agent)

on my behalf in the matter of subdivision and/or development of the above-referenced lands.

Agent Phone \_\_\_\_\_ Agent Fax \_\_\_\_\_

Additional Agent Contact Information \_\_\_\_\_  
(Cell, email, etc.)

Landowner Signature \_\_\_\_\_ Date \_\_\_\_\_

ADDITIONAL LANDOWNER SIGNATURES IF REQUIRED:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_