



Development Permit Application Package

Signage Bench Signage

Version 2 – November 2021

FORM 1

Application Form

Applications can be submitted electronically by emailing all required documents to: development@strathmore.ca or in person to the Development Services Counter at Town Hall. **Development Fees must be paid with submission.**

Applicant & Property Owner Information					
Applicant			Property Owner (if different than Applicant)		
Phone			Phone		
Email			Email		
Mailing Address			Mailing Address		
Town/City	Province	Postal Code	Town/City	Province	Postal Code

Location of Development			
Civic Address			
Legal Address	Lot	Block	Plan

Description of Development	
This Application is for a: <input type="radio"/> Permanent Sign <input type="radio"/> Temporary Sign <input type="radio"/> Bench Sign	Land Use District:
	Sign Type: (e.g. Freestanding, digital, sandwich board etc.)
	Development Permit Application Fee:

For Office Use Only	
Roll #:	Development Permit #:
Building Permit Required? (Y/N)	Business License Required? (Y/N)
Date Submitted:	Fees Paid? (Y/N)

1. Failure to fully complete this form and/or supply the required information may delay your application.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any appeals have been heard and a decision has been rendered by the Subdivision and Development Appeal Board (SDAB).
4. If a decision has not been issued within 40 days of the date the application was deemed complete by Development Services, the application will be deemed to be refused. An appeal may then be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be deemed void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or a Business License. Any approvals granted regarding this Development Permit application does not excuse the applicant from applying for the necessary Building Permits or Business Licenses, nor does it excuse the applicant from abiding by other applicable Municipal, Provincial, and/or Federal licenses or requirements.
7. This Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreements affecting the building and/or lands. The Applicant is still responsible to comply with any and all conditions affecting a building and/or land.

I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.

Owner/Applicant Signature

Date

FORM 2

Development Permit Application Checklist

All information in the following checklist must be attached to every Development Permit application. **THIS LIST MUST BE SIGNED AND SUBMITTED WITH THE APPLICATION FORM.**

Required Documentation and Information		
<i>Applicant</i>	<i>Office</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Title dated within 30 days of this submission
<input type="checkbox"/>	<input type="checkbox"/>	Owner Authorization Form (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	Right of Entry Form (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	Development Permit Application Fee
<input type="checkbox"/>	<input type="checkbox"/>	Complete Site plan that includes the following
<input type="checkbox"/>	<input type="checkbox"/>	a. North Arrow and Key Map (Showing adjacent properties within 50m of the site)
<input type="checkbox"/>	<input type="checkbox"/>	b. Address, Legal Description, Property Lines, Lot Area, Site Width, and Site Depth
<input type="checkbox"/>	<input type="checkbox"/>	c. Utility Rights-of-Way and Easements
<input type="checkbox"/>	<input type="checkbox"/>	d. Outline of all buildings (including accessory buildings)
<input type="checkbox"/>	<input type="checkbox"/>	e. Parking, loading areas, drive aisles, circulation roads, driveway flares, vehicle maneuvering and the Corner Visibility Triangle.
<input type="checkbox"/>	<input type="checkbox"/>	f. Signage Setbacks from each property line and existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	g. Location of existing service lines, electric and gas metres, utility poles guy wires, hydrants
<input type="checkbox"/>	<input type="checkbox"/>	h. Lighting standards and building illumination. Note: backlit fascia signage is prohibited in the CB District
<input type="checkbox"/>	<input type="checkbox"/>	i. Public amenities located within six (6) metres of the subject property (see Form 6)
<input type="checkbox"/>	<input type="checkbox"/>	Sign Information (see Form 5)
<input type="checkbox"/>	<input type="checkbox"/>	Public Amenities Disclosure (see Form 6)

NOTE: The Development Officer/Planner may request additional information beyond the checklist requirements.

NOTE: By signing your name on the signature line below, you agree that all information submitted on this form is true.

Owner/Applicant Signature

Date

*Application Screened for Completion By:
(Development Officer/Planner)*

Date

FORM 3

Right of Entry & Owner Authorization Form

All information in the following form must be filled-out and submitted with every Development Permit application.

OWNER AUTHORIZATION

I/We _____

Print name(s) of registered owner(s)

Being the registered owner(s) for _____

Legal description and/or municipal address of land

Do hereby authorize _____

Individual or firm making application

To submit a Development Permit application on our behalf for the above described property.

Owner Signature

Date

RIGHT OF ENTRY

I/We _____

Print name(s) of registered owner(s)/applicant(s)

Being the registered owner(s)/applicant(s) for _____

Legal description and/or municipal address of land

Do hereby authorize representatives of the Town of Strathmore to enter upon the subject lands for the purpose of site inspection(s) to evaluate the proposed development and to ensure compliance with any subsequent conditions in the event the Development Permit application is approved.

To submit a Development Permit application on our behalf for the above described property.

Owner/Applicant Signature

Date

FORM 4

Sign Information

Height of sign _____ Width of sign: _____
(from grade to top of sign) (from bottom to top)

Clearance: _____
(from grade to underside of sign)

Sign is: New Existing

What type of sign is proposed? Fascia Freestanding Digital Other _____

Sign is located on Private property
 Town property
 Both (ie sign is located partly on, or overhangs, Town property)

Will sign be illuminated? Yes No

Freestanding Sign

Is the power provided underground? Yes No

Are anchor bolts covered? Yes; indicate how _____

No

Digital Sign

Is the sign equipped with an ambient light meter (which will operate at all times the sign is operating)? Yes No

Can the sign be set to not exceed 3.0 LUX? Yes No

How often is the delay set to change the sign messaging? _____ second delay

Is the proposed sign within 125 metres, and visible from, a building containing a dwelling unit? Yes No

If the contact information changes, the sign owner must provide the Town of Strathmore with updated information at 403-934-3133.

 Owner/Applicant Signature

 Date