



Town of Strathmore  
680 Westchester Road  
Strathmore, AB T1P 1J1  
(403) 934 3133  
Mon – Fri 8:30am – 4:30pm

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# Development Permit Application Package

## Signage

Version 1 – February 2020



# TOWN OF STRATHMORE

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## FORM 1

### Application Form

Applications can be submitted electronically by emailing all required documents to: [development@strathmore.ca](mailto:development@strathmore.ca)

### Applicant & Property Owner Information

<b>Applicant</b>			<b>Property Owner (if different than Applicant)</b>		
<b>Phone</b>			<b>Phone</b>		
<b>Email</b>			<b>Email</b>		
<b>Mailing Address</b>			<b>Mailing Address</b>		
<b>Town/City</b>	<b>Province</b>	<b>Postal Code</b>	<b>Town/City</b>	<b>Province</b>	<b>Postal Code</b>

### Location of Development

<b>Civic Address</b>					
<b>Legal Address</b>	<b>Lot</b>	<b>Block</b>	<b>Plan</b>		

### Description of Development

**Describe the existing and proposed use of the site.**

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<b>Please Select All That Apply:</b>  <input type="radio"/> Permanent Sign <input type="radio"/> Temporary Sign	<b>Land Use District:</b>
	<b>Sign Type:</b> (e.g. freestanding, digital, sandwich board etc.)
	<b>Development Permit Application Fee:</b>
<b>For Office Use Only</b>	
<b>Roll #:</b>	<b>Development Permit #:</b>
<b>Building Permit Required? (Y/N)</b>	<b>Business License Required? (Y/N)</b>

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*

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

\_\_\_\_\_  
*Date*



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## 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		
Applicant	Office	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Certificate of Title</b> dated within 30 days of the date of your application submission
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all <b>instruments and documents</b> registered on the Certificate of Title
<input type="checkbox"/>	<input type="checkbox"/>	<b>Owner Authorization Form</b> (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Right of Entry Form</b> (see Form 3)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Development Permit Application Fee</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Complete Site Plan</b> 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. Outlines of all buildings (including accessory buildings) with setbacks from property lines
<input type="checkbox"/>	<input type="checkbox"/>	e. Parking, loading areas, drive aisles, circulation roads, driveway flares, vehicle maneuvering
<input type="checkbox"/>	<input type="checkbox"/>	f. Location of existing service lines, electric and gas metres, utility poles guy wires, hydrants
<input type="checkbox"/>	<input type="checkbox"/>	g. Lighting standards and building illumination. Note: backlit fascia signage is prohibited in the CB District
<input type="checkbox"/>	<input type="checkbox"/>	h. Public amenities located within six (6) metres of the subject property (see Form 6)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Sign Information</b> (see Form 5)

**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*



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## 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*



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## FORM 4

### Site Contamination Disclosure

Please be aware further site assessments may be required as part of the review of your application.

### ACTIVE ENVIRONMENTAL SITE INVESTIGATIONS

1. Are you aware of any active environmental investigations for this site? *E.g. audits, assessments, tests, surveys or studies.*

YES

NO

2. If you answered YES to question #1 above, please provide a brief description of each environmental investigation.

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### HISTORICAL SITE REMEDIATION

3. Are you aware of any historical site remediation or a request for such to occur on this site? *E.g. audits, assessments, tests, surveys or studies.*

YES

NO

4. If you answered YES to question #3 above, please provide a brief description.

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\_\_\_\_\_  
*Owner/Applicant Signature*

\_\_\_\_\_  
*Date*



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## FORM 5

### 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 located partly on, or overhangs, Town property)

Will sign be illuminated?  Yes  No; if no, please explain why:

#### **Freestanding Sign**

Is the power provided underground?  Yes  No

Anchor Bolts Are bolts covered?  Yes; indicate how:  Caps  Cover

Plates  No; if no, explain why:

#### **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. The applicant is also responsible for addressing any and all lighting complaints that arise from the proposed sign.

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date



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## FORM 6

### Public Amenities Disclosure

This form must be filled-out and submit as part of every Development Permit application.

### PUBLIC AMENITIES DISCLOSURE

5. **Are there any Public Amenities or have Final Acceptance Certificates (FAC's) been issued by the Town of Strathmore for property adjacent to the proposed development?**  Yes  No

*Please contact the Town of Strathmore's Development Services if you are unsure of the status of Final Acceptance Certificates in your neighbourhood.*

6. If you answered YES to question #1, please provide a detailed description of each Town owned feature located within six (6) metres of the proposed development. Please ensure these features are included on the Site Plan submitted as part of your Development Permit Application. *E.g. benches, garbage cans, sidewalks, planter boxes, curbs, deep services, roadways, traffic control devices etc.*

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7. **Are there public trees on the city lands within six (6) metres of the development site?**  Yes  No

*If you answered 'yes', please complete the Tree Protection Plan Agreement and include a site plan.*

8. Who will be submitting the Tree Protection Plan for this development?  Applicant  Owner  Builder

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

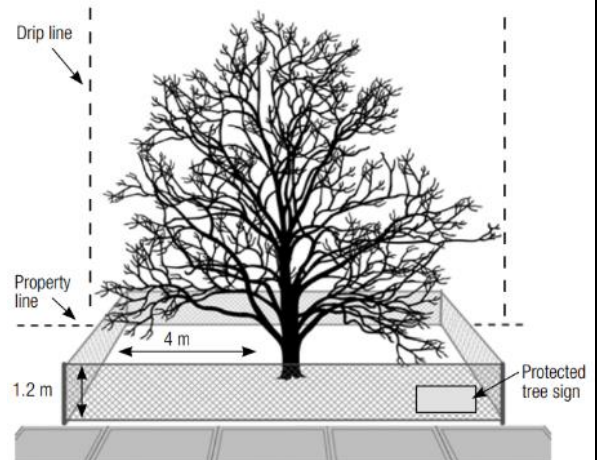
Address \_\_\_\_\_ Email \_\_\_\_\_



# TREE PROTECTION PLAN AGREEMENT

Please submit a signed copy of this agreement with your Tree Protection Plan. By signing this document and submitting it with a Tree Protection Plan, the applicant agrees to undertake the following actions during the development process:

- Follow all restrictions as described in the submitted Tree Protection Plan, pending approval by The Town of Strathmore.
- Notify all contractors working on site of the Tree Protection Plan and ensure they are aware of work restrictions within all tree protection zones.
- Install bright and durable tree protection barriers and signage around public trees.
- Ensure no work is carried out inside tree protection zones.
- Water trees at least once a week during development (more during temperate weeks).



Under the Tree Protection Bylaw 19-18, property owners are responsible for providing protection to public trees and are liable for the value of trees damaged or destroyed during the development process. Failure to follow the approved Tree Protection Plan can result in a \$500 fine. Offences such as removing or pruning a tree without authorization or securing objects to a public tree can result in a fine plus replacement value of the tree. For more information about the Tree Protection Plan and for copies of Tree Protection Bylaw 19-18, please visit [strathmore.ca](http://strathmore.ca) or contact 403-934-3133.

I, the owner , authorized agent , authorized consultant , state that, to the best of my knowledge, the information provided in the enclosed Public Tree Disclosure and Tree Protection Plan are accurate, complete and based on diligent inquiry and thorough inspection and review of all documents and other information reasonably available pertaining to the subject property. I have read the Tree Protection Plan outline and agree to follow all guidelines within it. I will carry out all development work in accordance with the approved Tree Protection Plan for my site.

Owner/Applicant Signature

Date