



# CYPRESS COUNTY

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Alberta T1B 0K3  
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www.cypress.ab.ca

## SIGNS DEVELOPMENT PERMIT APPLICATION

Application No. \_\_\_\_\_

### NAME OF APPLICANT: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: (res) \_\_\_\_\_ (cell) \_\_\_\_\_ Fax#: \_\_\_\_\_

Email: \_\_\_\_\_  Check box to give consent to receive documents electronically

**LANDOWNER(S)** (if applicant not the landowner): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: (res) \_\_\_\_\_ (cell) \_\_\_\_\_ Fax#: \_\_\_\_\_

Email: \_\_\_\_\_

Interest of Applicant if not owner of property: \_\_\_\_\_

### SITE INFORMATION:

Legal: (Circle One) NE NW SE SW ¼ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W4M  
\_\_\_\_\_ hectares/acres/lot  
Plan \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Area: \_\_\_\_\_ size

Municipal Address: \_\_\_\_\_ Roll#: \_\_\_\_\_

Land Use Classification: \_\_\_\_\_

Describe the existing developments on the land: \_\_\_\_\_

### WHAT TYPE OF SIGN(S) ARE YOU PLACING?

Advertising Sign(s)

Directional Sign(s)

Identification Sign(s)

Sign Details:

Free Standing/Pylon Sign

Wall sign

Billboard Sign

Illuminated

Rotating

With Flashing Lights

With Electronic Changeable Copy

With Manual Changeable Copy

Electronic Message Display

Permanent

Temporary

Portable

Other \_\_\_\_\_

Measurements:

Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

### ATTACH THE FOLLOWING ACCOMPANYING INFORMATION TO THIS APPLICATION:

Site plan

Freestanding or Billboard

- Setback from property line to sign (N and S)
- Setback from property line to sign (E and W)
- Dimension of sign (length/width/depth)
- Height of sign from ground to top
- Size of Sign
- Double Pole
- Single Pole
- Clearance from bottom of sign to grade
- Location of Sign
- Total height of sign

**\*\* IF YOU ARE NOT THE OWNER OF THE PROPERTY WHICH THE SIGN IS TO BE PLACED, AUTHORIZATION FROM THE OWNER MUST BE INCLUDED ON OR ACCOMPANY THIS APPLICATION. SIGNS ADJACENT TO A PROVINCIAL HIGHWAY MUST HAVE PROVINCIAL GOVERNMENT APPROVAL.**

**RIGHT OF ENTRY & REQUIRED SIGNATURES – Applicant/Landowner:**

Please note that all information provided by the Applicant to the County that is associated with the application, including technical studies, will be treated as public information in the course of the municipality’s consideration of the development permit application, pursuant to the Municipal Government Act, R.S.A 2000 Chapter M-26, the Land Use Bylaw and relevant statutory plans. By providing this information, you (Owner/Applicant) are deemed to consent to its public release.

I/We, 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. I/We also ensure that no sign or portions of a sign are located on or over any utility lines or utility right-of-ways. Landowner Signature also is authorization to allow staff of Cypress County and applicable referral agencies the right of entry onto this property for the purposes of inspection.

\_\_\_\_\_  
*Applicant - Signature*                                      *Applicant – Print Name*                                      *Date*

\_\_\_\_\_  
*Landowner – Signature*                                      *Landowner – Print Name*                                      *Date*

FOR OFFICE USE ONLY:		WARD # _____	Permit Paid            \$ _____
Date Inspected: _____	By: _____		Sign Paid             \$ _____
<input type="checkbox"/> Approved <input type="checkbox"/> Appealed <input type="checkbox"/> Refused	By: _____		Deposit(s) Paid     \$ _____
Miscellaneous/Conditions of Approval:			Receipt # _____

**IMPORTANT NOTICES:**

- This application does not permit you to commence operation. A Notice of Decisions shall be issued by the Development Officer.
- The issuance of a development permit in accordance with the Notice of Decision is subject to the condition that it does not become effective until after the appeal period. Any work done prior to the issuance of a development and before the appeal expiry date is performed at the owner/applicant’s risk.
- A permit issued in accordance with the Notice of Decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence the development permit shall become null and void.
- Failure to complete the application form and supply the required information may cause delays in processing the application.
- For new development requiring connection to Water and/or sewer in all Cypress County hamlets a connection fee and water meter fee is an extra charge.
- **This development application is NOT a building permit application.** In addition to obtaining a Development Permit from Cypress County it is the Landowner/Applicant’s responsibility to obtain and comply with any Safety Codes permits required for their proposal – i.e. building/electrical/gas/plumbing/private sewage/heating etc.

**OTHER PERMITS TO OBTAIN:**

To obtain permits or permit information for the following types of construct please contact:

Agency Name	Phone	Fax	Website	Building	Electrical	Plumbing	Gas
Park Enterprises	(800) 621-5440	(866) 406-8484	<a href="http://www.parkinspections.com">www.parkinspections.com</a>	Yes	Yes	Yes	Yes
Superior Safety Codes	(877) 320-0734	(403) 320-9969	<a href="http://www.superiorsafetycodes.com">www.superiorsafetycodes.com</a>	Yes	Yes	Yes	Yes
The Inspections Group Inc.	(866) 554-5048	(780) 454-5222	<a href="http://www.inspectionsgroup.com">www.inspectionsgroup.com</a>	Yes	Yes	Yes	Yes

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**FEES:** As Per Master Rates Bylaw 2023/03

Application Fees

- Class 1 Discretionary \$100.00
- Class 2 Discretionary \$160.00

**SITE PLAN**  
*(or attach separate plans)*

**Please provide the following information on the site plan:**

- The location, dimensions and boundaries of the land to be developed.
- Front, Rear and Side yard setbacks from the property line to the proposed development.
- Dimensions of the proposed development.
- Any existing buildings/structures and /or physical features (trees, shelterbelts, canals, etc.)
- Setbacks to any existing buildings/structures
- Proposed location of septic fields/septic tanks and distances from dwelling.
- Access points to each proposed development and all developed road allowances.
- Any bordering roads/highways
- Proposed or existing wellsites.

**Proposed Use:** \_\_\_\_\_

**Location:** \_\_\_\_\_