



## CYPRESS COUNTY

816 — 2<sup>nd</sup> Avenue, Dunmore, Alberta T1B 0K3  
Phone: (403) 526-2888 | Fax: (403) 526-8958 | [www.cypress.ab.ca](http://www.cypress.ab.ca)

### SIGNS DEVELOPMENT PERMIT APPLICATION

Application #

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

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

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

Email: \_\_\_\_\_  I give consent to receive documents electronically

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

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

Phone # (residential): \_\_\_\_\_ (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

Plan \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Area: \_\_\_\_\_ hectares/acres/lot size

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

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

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

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

Advertising

Directional

Identification

#### Sign details:

<input type="checkbox"/> Free standing/pylon sign	<input type="checkbox"/> Wall sign	<input type="checkbox"/> Billboard sign
<input type="checkbox"/> Illuminated	<input type="checkbox"/> Rotating	<input type="checkbox"/> With flashing lights
<input type="checkbox"/> With electronic changeable copy	<input type="checkbox"/> With manual changeable copy	<input type="checkbox"/> Electronic message display
<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Portable
<input type="checkbox"/> Other: _____		

Measurements: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_

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

Site plan OR

- Location of proposed signage
- 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

Freestanding/billboard

- Size of sign
- Single/double pole?
- Clearance from bottom of sign to grade
- Location of sign
- Total height of sign

Drawing or picture of proposed signage with the following

- Overall dimensions of the sign

- Size of the letters &/or numbers
- Amount of projection over municipal property
- Colour of the sign, including the background and design
- Amount of projection from the face of the building

**ESTIMATE THE PROJECT:**

Commencement date: \_\_\_\_\_ Completion date: \_\_\_\_\_ Construction costs: \$ \_\_\_\_\_

**\*\* 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 Letter of Concurrence, 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. 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 Name (print)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Landowner Name (print)

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Ward #: \_\_\_\_\_

Date Inspected: \_\_\_\_\_  
 Approved  Appealed  Refused

By: \_\_\_\_\_ Reviewed by: \_\_\_\_\_  
 By: \_\_\_\_\_

Miscellaneous/Conditions of Approval: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Permit Paid: \$ \_\_\_\_\_  
 Sign Paid \$: \_\_\_\_\_  
 Deposit(s) Paid \$: \_\_\_\_\_  
 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
Park Enterprises	(800) 621-5440	(866) 406-8484	<a href="http://www.parkinspections.com">www.parkinspections.com</a>
Superior Safety Codes	(877) 320-0734	(403) 320-9969	<a href="http://www.superiorsafetycodes.com">www.superiorsafetycodes.com</a>
The Inspections Group Inc.	(866) 554-5048	(780) 454-5222	<a href="http://www.inspectionsgroup.com">www.inspectionsgroup.com</a>

**TO OBTAIN A PERMIT FROM ALBERTA TRANSPORTATION:**

Phone: (403) 381-5426 Email: [transdevelopmentlethbridge@gov.ab.ca](mailto:transdevelopmentlethbridge@gov.ab.ca) Web: [www.transportation.alberta.ca](http://www.transportation.alberta.ca)

**FEES: As per Master Rates Bylaw 2026/02****Application Fees**

Class 1 Discretionary: \$125.00

Class 2 Discretionary: \$175.00

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



**Please provide the following information on the site plan: (Note: a Surveyed Plot Plan may be required)**

- 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 of the land. (trees, shelterbelts, canals, coulees)
- 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 well sites