



CYPRESS COUNTY

816 — 2nd Avenue, Dunmore, Alberta T1B 0K3
Phone: (403) 526-2888 | Fax: (403) 526-8958 | 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:

☐ 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 OR

☐ Freestanding/billboard

- 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

- 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: _____ By: _____ Reviewed by: _____

☐ Approved ☐ Appealed ☐ Refused 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	www.parkinspections.com
Superior Safety Codes	(877) 320-0734	(403) 320-9969	www.superiorsafetycodes.com
The Inspections Group Inc.	(866) 554-5048	(780) 454-5222	www.inspectionsgroup.com

TO OBTAIN A PERMIT FROM ALBERTA TRANSPORTATION:

Phone: (403) 381-5426 Email: transdevelopmentlethbridge@gov.ab.ca Web: 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