

SIGN DEVELOPMENT PERMIT APPLICATION

NAME OF APPLICANT: _____

Mailing Address: _____ City: _____ Postal Code: _____

Phone # (residential): _____ (cell) _____ Fax #: _____

Email: _____ ☐ **I give consent to receive documents electronically.**

NAME OF LANDOWNER(S): _____

Address: _____ City: _____ Postal Code: _____

Phone # (residential): _____ (cell) _____ Fax #: _____

Email: _____

Interest of Applicant if not owner of property: _____

SITE INFORMATION

Legal: (Check one) ☐ NE ☐ NW ☐ SE ☐ SW ¼ Section _____ Township _____ Range _____ W4M

Plan _____ Block _____ Lot _____ Area: _____ hectares/acres/lot size

Municipal Address: _____ Roll #: _____

Land Use District: _____

Describe the existing developments on the land: _____

SIGN INFORMATION

What type of sign? ☐ 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: _____

ADDITIONAL DOCUMENTS REQUIRED

☐ Site Plan

- Location of Proposed Signage
- Property lines and setbacks to property lines (front, rear and side yard dimensions)
- Dimensions of Sign
- Height of Sign from ground to top



☐ Freestanding/Billboard

- Size of Sign
- Single or 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 proposed sign
- Size of Letters and/or Numbers
- Amount of Projection Over Municipal Property
- Colour of the sign, including background and design
- Amount of projection from face of the building.

PROJECT ESTIMATE

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

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 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. 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 _____

☐ PERMITTED USE

☐ CLASS I DISCRETIONARY USE

☐ CLASS II DISCRETIONARY USE

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 Safety Codes permits or permit information 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

Signs adjacent to a provincial highway must have provincial government approval.

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

Construction Commenced: *Double the applicable permit fee for all uses.*

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

Sign Development Permit Application

The personal information collected with the form above is for the purpose of administering the Cypress County Land Use Bylaw. This collection is authorized under the authority of section 4(1)(a), (c) of the Protection of Privacy Act. For questions about the collection of personal information, please contact the ATIA Coordinator at legislativeservices@cypress.ab.ca or (403) 526-2888.

