



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

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 2025/04

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