

Sign Development Permit #: \_\_\_\_\_

Application Date: \_\_\_\_\_

**To Be Completed By Applicant:**

Do you have a Business License with the Town of Blackfalds?  Yes  No Bus Lic No. \_\_\_\_\_  
Permit Being Applied for By:  Land Owner  Applicant/Contractor

Landowner Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Preferred Method of Correspondence:  Email  Mail  Phone

(Same as Landowner)  
Applicant/Contractor Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Preferred Method of Correspondence:  Email  Mail  Phone

**Sign Location Civic Address:** \_\_\_\_\_  
Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Land Use District: \_\_\_\_\_  
Sign Company to Erect Sign: \_\_\_\_\_  
Does the Sign Company have a Valid Business License:  Yes  No  Unknown

**Dimensions of Sign:** (as applicable): \_\_\_\_\_  
Sign Face Area: \_\_\_\_\_ m<sup>2</sup>/ft<sup>2</sup>  
Horizontal: \_\_\_\_\_ m/ft Vertical: \_\_\_\_\_ m/ft Depth: \_\_\_\_\_ m/ft  
Distance to Grade: \_\_\_\_\_ m/ft Approx. Value: \$ \_\_\_\_\_

Wording on Sign: \_\_\_\_\_

**Placement of Sign:** (site plan noting sign location and setbacks required)  
Setback from Curb: \_\_\_\_\_ m/ft  
Setback from Sidewalk: \_\_\_\_\_ m/ft  
Setback from Road Access: \_\_\_\_\_ m/ft  
Setback from Hydrant: \_\_\_\_\_ m/ft  
Setback from nearest Property Line: \_\_\_\_\_ m/ft  
Setback(s) from Other Signs: \_\_\_\_\_ m/ft  
Setback from Intersection: \_\_\_\_\_ m/ft

**Variance Required**   
Reason for variance  
(please attach reasons for variance request):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Permanent Sign Type:**  
 Awning and Canopy  
 Fascia  
 Freestanding  
 Neighbourhood Identification  
 Painted Wall

Integrated Roof  
 Under Canopy  
 Electronic Message  
 Window  
 Projecting  
 Other: \_\_\_\_\_

**Temporary Sign Type:** (\*see below)  
 Banner  
 Changeable Copy (Manual)  
 Portable  
 Flag  
 Inflatable  
 Other: \_\_\_\_\_

**\*For Temporary Signs Only:** (Banner, Changeable Copy (Manual), Portable, Flag, Inflatable):  
**Requested Date of Sign to be in Place:** From: \_\_\_\_\_ To: \_\_\_\_\_

**PLEASE TURN OVER**

Sign Development Permit #: \_\_\_\_\_

Application Date: \_\_\_\_\_

Is the property the subject of a license, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission?  Yes  No

If yes, please describe: \_\_\_\_\_

Is the property the subject of the application the subject of a license, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act\*?  Yes  No

If yes, please describe: \_\_\_\_\_

Is the subject property immediately adjacent to the County boundary?  Yes  No

If yes, please describe: \_\_\_\_\_

\*The Minister is responsible for the following acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.

**RESOURCES:**

Water Act & Environmental Protection and Enhancement Act Approvals - **Alberta Energy Regulator:** <https://avw.alberta.ca/ApprovalViewer.aspx>  
Historic Sites/Resources (requires an account) – **Online Permitting and Clearance (OPAC):** <https://www.opac.alberta.ca/Login.aspx>  
Abandoned Wells – **Abandoned Well Map Viewer:** <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>  
Pipeline/Well Locations – **Regulatory Assurance:** <https://regulatoryassurance.alberta.ca/dras?id=public-notice>

**NOTES:**

1. This Application constitutes part of the permit.
2. Every Development Application shall be completed and submitted in accordance with the current Town of Blackfalds Land Use Bylaw in force.
3. Failure to comply with this form fully and lack of the required information, permit fee and plans may cause delays in processing this Development Application.
4. An Application for a Development Permit shall be deemed to be refused when the decision of the Development Authority is not made within forty (40) days of receipt of the completed application, or within such an extended time period as agreed to in writing between the applicant and the Development Authority.
5. Any questions related to the collection and use of this permit information should be referred to the Records Management & FOIP Coordinator at [foip@blackfalds.com](mailto:foip@blackfalds.com) or by phone at 403.885.6370.

**A DEVELOPMENT PERMIT COMES INTO EFFECT:**

- a. if it is issued by the Development Authority, twenty-one (21) days after the date of decision.
- b. if it is issued by Town Council with respect to a development in a Direct Control District, upon the date of its issue, or
- c. if an appeal is made, on the date that the appeal is finally determined.

Once a development permit has been issued, it remains in effect until:

- i) it expires, in cases where the Development Permit was issued for a limited period of time
- ii) It expires, because of failure to commence Development
- iii) it is cancelled or suspended

*I hereby make application for a Development Permit under the provisions of the current Town of Blackfalds Land Use Bylaw in force in accordance with the plans and supporting information submitted herewith and which form part of this application and will abide by all conditions of approval. By submitting this application I hereby allow right of entry for inspection purposes.*

Permit Applicant Name(s): \_\_\_\_\_

Permit Applicant Signature(s): \_\_\_\_\_

Landowner Name(s): \_\_\_\_\_

Landowner Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

**BELOW FOR OFFICE USE ONLY**

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Land Use District: \_\_\_\_\_ Tax Roll #: \_\_\_\_\_

Variance Requested (if applicable):  MPC  Development Officer

Does the Sign Company have a Valid Business License:  Yes  No

Sign Development Permit Fee: (1-61-00-520)	\$ _____	MPC Date: _____
TOTAL:	\$ _____	Appeal Meeting Date: _____
		Notification Date: _____

Receipt #: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_

Personal information provided as part of this application will be used for issuance of permits, property assessment, and/or safety codes compliance monitoring and verification. The information is collected under the authority of the *Municipal Government Act*, the *Safety Codes Act* and the Land Use Bylaw currently in force, as well as Section 4(c) of the *Protection of Privacy Act* and will be protected under Part of the of the *Protection of Privacy Act*. As mandated in the *Access to Information Act*, applicant names and the nature of permits issued may be made publicly available. Questions or concerns regarding the collection and/or use of this information may be directed to the Information Governance Coordinator at [access@blackfalds.ca](mailto:access@blackfalds.ca) or by phone at 403.885.6370.



**REQUIRED PERMIT ACCEPTANCE**

I, \_\_\_\_\_, understand that a Development Permit is not the same as a Safety Codes Permit and it is my responsibility to ensure that the following permits and plans are provided\obtained and complied with:

- Building Permit
- Plumbing Permit
- Gas Permit
- Electrical Permit
- Private Sewage

I also understand that it is my responsibility to verify with IJD Inspections Ltd. if the above noted permits are required for the project as stated on the Development Permit. (see contact information below).

Failure to obtain the required permits may result in the permit fees being increased or a Stop Order being issued on the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PERMITS  
ELECTRICAL | PLUMBING | GAS**



E4 5560 45 St.  
Red Deer, AB T4N 1L1  
Riverside –Cronquist Business Park  
Ph. 403-346-6533  
Email: [permits@ijd.ca](mailto:permits@ijd.ca)  
Website: [www.ijd.ca](http://www.ijd.ca)