



CITY OF CHESTERMERE
SIGN PERMIT APPLICATION & CHECKLIST
FOR PERMANENT SIGNAGE
 COMMUNITY GROWTH & INFRASTRUCTURE
 105 MARINA ROAD, CHESTERMERE AB, T1X 1V7

RECEIVED DATE
STAMP

All of the following information must be clear, legible, and precise to facilitate thorough evaluation and timely decision on your application. To achieve this level of customer service, staff are instructed to accept only complete applications. The fee must accompany this application. Thank you for your cooperation.

SIGN ADDRESS: _____ **PERMIT NO.:** _____

I/We hereby make application for a Development Permit for a Sign under the provisions of the City of Chestermere Land Use Bylaw 022-10, as amended, and in accordance with the supporting information submitted and attached which form part of this application.

APPLICANT NAME		COMPANY/BUSINESS NAME	
BUSINESS ADDRESS		PHONE NUMBERS	
		WORK	HOME/CELL
CITY/TOWN	POSTAL CODE	APPLICANT EMAIL ADDRESS	

LANDOWNER NAME (of sign location)		COMPANY/BUSINESS NAME	
LANDOWNER ADDRESS		LANDOWNER CONTACT NUMBERS	
		WORK	FAX
CITY/TOWN	POSTAL CODE	LANDOWNER EMAIL ADDRESS	

Please ensure that you have included all the following information, where applicable (tick or mark N/A):

MESSAGE TO BE DISPLAYED ON SIGN		SIGN HEIGHT (IN METRIC)	
BUSINESS TO BE ADVERTISED	ZONING DISTRICT	SIGN LENGTH (IN METRIC)	
LEGAL LAND DESCRIPTION	NUMBER OF SIGNS	AREA OF SIGN (IN METRIC)	
LOT	BLOCK	PLAN	
<input type="checkbox"/> FASCIA SIGN	<input type="checkbox"/> FREESTANDING SIGN	<input type="checkbox"/> BENCH SIGN	<input type="checkbox"/> WINDOW SIGN
<input type="checkbox"/> MULTI-TENANT SIGN	<input type="checkbox"/> AWNING SIGN	<input type="checkbox"/> OTHER _____	

REQUIRED APPLICATION INFORMATION

	APPLICANT ONLY	OFFICE ONLY
Sign Permit Application Form (completed/signed)		
Building Permit Application Form (select signs only)		
Fees Calculated & Paid (Receipt received) <ul style="list-style-type: none"> • Freestanding: one sign \$250, two or more \$350 • Fascia, Canopy, Awing, etc.: one sign \$200, two or more :\$350 		
Letter of Permission from Landowner (if DP form not signed)		
Three (3) 11" x 17" copies of the SITE PLAN showing the proposed sign location as well as setbacks from lot line(s) and any adjacent buildings		
Three (3) coloured copies of the proposed sign from all applicable views showing all dimensions for sign, letter, and/or graphics		
Three (3) coloured copies of how the sign is to be mounted on the building façade, if applicable		
	APPLICANT ONLY	OFFICE ONLY

FOR OFFICE USE ONLY	
DISCRETIONARY APPEAL PERIOD START END	COUNCIL OR CHESTERMERE PLANNING COMMISSION DATE

NOTE: All new freestanding signs that are brought forward to City Council or to the Chestermere Planning Commission require a material board showing the proposed materials and colours. Total copy area of fascia signs shall not exceed 20% of the face of the building/bay to which the sign is attached. For further information please see Part 9 Signs of *Land Use Bylaw 022-10, as amended* or contact Community Growth & Infrastructure at 403-207-7075.

ADDITIONAL INFORMATION:

DATE SIGNED

SIGNATURE OF APPLICANT

DATE REVIEWED

SIGNATURE OF DEVELOPMENT OFFICER

FOIP Notification: The personal information you provide on this form is being collected under the authority of Section 640(2) of the *Municipal Government Act* and Section 32(b) and 32(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have any questions about the collection of this information please contact the FOIP coordinator, 105 Marina Road, Chestermere, AB T1X 1V7 (403) 207-7075.