



## SIGN PERMIT APPLICATION FORM

Planning Services ■ Town of Okotoks, Box 20 (5 Elizabeth St.), Okotoks AB, T1S 1K1 ■ [planning@okotoks.ca](mailto:planning@okotoks.ca)  
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I/We hereby make application for a sign permit under the provisions of the Land Use Bylaw 40-98 and amendments there to in accordance with the supporting information submitted herewith which forms a part of this application.

Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

### PROPOSED DEVELOPMENT INFORMATION:

Land Use District: \_\_\_\_\_, Permitted Use  or Discretionary Use

Legal Description: Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_, Plan(s) \_\_\_\_\_

Civic Address: \_\_\_\_\_

New Sign to Read as Follows: \_\_\_\_\_

Materials to be Used: \_\_\_\_\_

Background Colour: \_\_\_\_\_

Lettering Colour(s): \_\_\_\_\_

Is Sign Illuminated  Rotating

### REGISTERED OWNER INFORMATION:

The registered owner of the land, if not the applicant, authorizes this application and consents to paying for any additional fees that may be incurred by the Town of Okotoks as a result of the review of this application, including but not limited to, consultant fees, legal fees or other disbursements. Payment must be received within thirty (30) days of the Town of Okotoks providing a copy of any relevant invoice to the registered owner of the property. Should payment not be received within thirty (30) days, the registered owner agrees that the Town of Okotoks may apply the balance owing to the tax account for the property.

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Postal Code: \_\_\_\_\_

\_\_\_\_\_

*Signature of Registered Owner*

## SIGN INFORMATION

### **FASCIA SIGNS**

**"Fascia sign"** means a flat sign, plain or illuminated, running parallel for its whole length to the face of the building to which it is attached. *A plan showing the design and dimensions of the sign and an elevation showing the location of the sign is required.*

Height of Sign: \_\_\_\_\_ Length of Sign: \_\_\_\_\_ Area of Sign Face: \_\_\_\_\_

Number of Other Signs on Building: \_\_\_\_\_

Total Area of Other Signs on Building: \_\_\_\_\_

Total Area of Building Face: \_\_\_\_\_

### **FREESTANDING SIGNS**

**"Freestanding sign"** means a sign supported independently of a building, wall or structure and attached permanently to the ground. It is supported on one or more columns, uprights or braces in or upon grade. *A Site Plan and an elevation plan showing the height of the sign in relation to the principle building is required for this application (sample attached).*

Height of Sign Face: \_\_\_\_\_ Length of Sign: \_\_\_\_\_

Area of Sign Face: \_\_\_\_\_ Total Height of Sign: \_\_\_\_\_

Type of Support: \_\_\_\_\_ Width of Sign: \_\_\_\_\_

Distance to Property Line: \_\_\_\_\_ Height of Principle Building: \_\_\_\_\_

### **PORTABLE SIGN**

**"Portable sign"** means a sign, excluding an A-board sign that can be carried or transported from one site to another. *A Site Plan is required for this application.*

Height of Sign Face: \_\_\_\_\_ Length of Sign: \_\_\_\_\_

Area of Sign Face: \_\_\_\_\_ Total Height of Sign: \_\_\_\_\_

Distance to Property Line: \_\_\_\_\_

Dates Sign Will Be Erected: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

The personal information on this application is collected under the authority of the Alberta Municipal Government Act, the Alberta Freedom of Information and Protection of Privacy Act, and the Okotoks Land Use Bylaw 40 - 98. It will be used to communicate with the applicant during the application review & site inspection processes. As part of the review process, it will be circulated as needed to relevant Town Business Services, Provincial & Federal Agencies, Utility Companies and adjacent landowners. It may also be submitted to the Okotoks Municipal Planning Commission (MPC) and/or the Subdivision and Development Appeal Board (SDAB). Correspondence received may be included in public meeting agendas. The applicant's name and the nature of the permit will be publicly available, in accordance with the FOIP Act. If you have any questions regarding the collection of this information, please contact the FOIP Coordinator, Box 20, Okotoks Alberta, T1S 1K1, Telephone #: 403-938-8944.

#### **For Office Use Only**

File # \_\_\_\_\_ Fee \_\_\_\_\_ Receipt # \_\_\_\_\_