



**DEVELOPMENT PERMIT APPLICATION
SIGNAGE**

CALL WITH ANY QUESTIONS! 403-678-1543

<i>OFFICE USE ONLY</i>			
Planning Fee:	Date Paid:	Tax Roll #:	DP #:

I/WE hereby make application for a Development Permit under the provisions of the Town of Canmore Land Use Bylaw No. 22 of 2010, as amended, in accordance with the plans and supporting information submitted and attached which form part of this application.

CIVIC ADDRESS OF SIGN _____

SIGN COMPANY _____ **TELEPHONE** _____

APPLICANT NAME _____

MAILING ADDRESS _____ **POSTAL CODE** _____

E-MAIL ADDRESS _____ **TELEPHONE** _____

REGISTERED OWNER OF LAND _____ **OWNER TELEPHONE** _____

LEGAL DESCRIPTION: LOT(S) _____ **BLOCK** _____ **PLAN** _____

PROPOSED SIGNAGE TYPES _____

SIGNAGE SQ. M. _____ **NO. OF SIGNS** _____

It is the responsibility of the applicant to ensure that all plans conform to the provisions of the Town of Canmore Land Use Bylaw and applicable provincial and federal legislation.

DECLARATION

DECLARATION AS TO THE ACCURACY OF INFORMATION PROVIDED FOR USE BY THE TOWN OF CANMORE WITH RESPECT TO AN APPLICATION FOR DEVELOPMENT PERMIT.

I, _____ declare that I am the owner of that land described as:

LOT(S) _____ **BLOCK** _____ **PLAN** _____

I have reviewed all of the information supplied to the Town with respect to an application for a Development Permit and it is true and accurate to the best of my knowledge and belief. I understand that the Town of Canmore will rely on this information in its evaluation of my application for a Development Permit and that any decision made by the Town of Canmore based on inaccurate information may be rescinded at any time.

I HAVE CAREFULLY READ THIS DECLARATION BEFORE SIGNING IT.

SIGNATURE OF APPLICANT

SIGNATURE OF OWNER

DATE SIGNED

DATE SIGNED

FOIP Notification: "The collection of personal information is being carried out in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act section 33c. Its use, retention and destruction will also be in accordance with the FOIP Act. If you have any questions relating to the collection of this information please contact the Municipal Records Officer for the Town of Canmore, 902 – 7th Avenue, Canmore, T1W 3K1, telephone 403-678-1509."

Development Permit Signage Application Requirements

The following information will be required when applying for a development permit for a sign:

- Name, address and telephone number of applicant, owner and occupant of building
- Written consent of owners
- Exact location of structure or property on which the sign will be located or attached to
- Position of sign in relation to other signs in the immediate vicinity and in relation to property lines (and anything else deemed necessary by the Development Officer)
- Elevation for hanging signs
- Three sets of scaled and dimensioned plans and elevations of the building and of the sign detailing colours, materials, location, message and other graphics
- Pantone colours for the sign or a colour sample
- Name of persons/company erecting sign
- Details of wiring, illumination and attachment to building (projecting, hanging or wall sign) or foundation plan (freestanding)
- Landscape plan for freestanding sign (if applicable)
- Earliest date sign to be set up and when it will be removed (temporary signs only)
- Fee submission

The submitted permit application is received by the development officer and reviewed to determine completeness (ensure all relevant information is included). Complete applications are then evaluated according to their conformance with the guidelines as well as their overall regard to the design principles established for signage in the Town of Canmore. The development officer can then accept or reject the sign according to its merits. The development officer may at his/her discretion request the opinion of the Canmore Planning Commission. Signs must be maintained to a standard acceptable to the approving authority. If the sign is not maintained to this standard the approving authority may revoke the permit and the owner must resubmit for signage development permit.