



TOWN OF PINCHER CREEK

Box 159, 962 St. John Ave, Pincher Creek, AB T0K 1W0
Ph: 403-627-3156 email: reception@pinchercreek.ca

APPLICATION FOR A SIGN

APPENDIX A

FORM E

(Office Use Only)

DATE RECEIVED: _____

DATE DEEMED COMPLETE: _____

DEVELOPMENT APPLICATION NO. _____

APPLICATION/PROCESSING \$ FEE: _____

LAND USE DISTRICT (Zoning): _____ APPLICATION FEE PAID: YES ☐ NO ☐ Date: _____

ROLL NO: _____ RECEIPT NO. _____

BUSINESS LICENCE REQUIRED: YES ☐ NO ☐ BUSINESS LICENCE NO: _____

Type of Sign:

- ☐ Freestanding ☐ Multi-tenant Freestanding ☐ Canopy/awning ☐ Fascia/Wall ☐ Portable
- ☐ Roof mounted ☐ Projecting/Overhanging ☐ Fascia-Roof Mounted ☐ Directional/information
- ☐ Billboard ☐ Wall mural/painted ☐ Balloon ☐ Other _____

GENERAL APPLICANT INFORMATION

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

REGISTERED OWNER'S NAME (IF NOT THE APPLICANT): _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

APPLICANT'S INTEREST IF NOT THE REGISTERED OWNER: _____
(e.g., Contractor, Developer, Option to Buy, Lease, or Other)

LEGAL DESCRIPTION: Lot(s) _____ Block _____ Plan _____

OR: Quarter _____ Section _____ Township _____ Range _____ W _____ M

MUNICIPAL CIVIC ADDRESS: _____

Estimated Development Commencement (start) date: _____

Estimated Development Completion date: _____

Estimated Value of Project: _____

METHOD OF CORRESPONDENCE (FROM THE TOWN)

Email: Unless otherwise agreed to, the Town's standard method of correspondence with an applicant to receive all official written documentation/notices for an application is by email. Please advise and discuss with the Town if a different method of correspondence is preferred.



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PRIVACY INFORMATION

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Access to Information Act and Protection of Privacy Act.

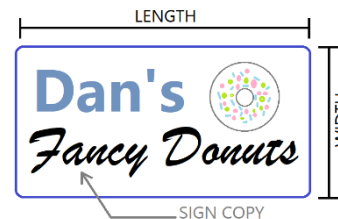
1. SIGN DIMENSIONS:

Length: _____ m Width: _____ m Area of proposed sign: _____ m²

Height from Grade/Ground to Bottom of Sign: _____ m

Height from Grade/Ground to Top of Sign: _____ m

- Please **show the location(s) on the lot** for the proposed sign(s) **on a Site Plan** (for non-building, such as free standing).
- Please **show the area on the building elevation plans, with dimensions** for the proposed sign(s) (for fascia/wall, canopy, projecting, window, etc.)
- **Note: The submitted sign design plans must include the copy (message) or illustration proposed for the sign.**



2. Will the sign be illuminated (lighted)? ☐ No ☐ Yes

NOTE: Flashing and Running signs are NOT ALLOWED

3. Will the sign include changeable copy, animation, or digital/video messages? ☐ No ☐ Yes

4. Are there any existing signs on the lot? ☐ No ☐ Yes

If yes, describe the type, size and height of each existing sign and identify their location(s) on a site plan.

5. Will the sign be advertising the principal business associated with the subject property? ☐ No ☐ Yes

6. Will the sign be advertising third party businesses (businesses at another location) ☐ No ☐ Yes

If yes, please describe: _____

7. Please describe any other details or information that you want to provide the Town regarding the sign or site.



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DECLARATION OF APPLICANT/LANDOWNER

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a sign. I consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information is collected under the authority of the Town of Pincher Creek for development. This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). For more information contact the Town of Pincher Creek FOIP Coordinator at 403-627-3156.

Date: _____

Applicant Signature: _____

Registered Owner:

(Required, if different from applicant)

Print Name

Signature

Or

- ☐ Written approval has been submitted by the **registered owner** stating that the applicant is authorized to sign this application form.

Date written approval was submitted: _____



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TERMS:

1. Subject to the provisions of the Land Use Bylaw of the Town of Pincher Creek, the term "development" includes the undertaking of any change in the use of buildings or land.
2. Every application for a permit shall be accompanied by a non-refundable processing fee as established in the Fee Schedule Bylaw of the municipality.
3. Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent and is without prejudice to the decision in connection with the formal application.
4. Except in limited circumstances for permitted uses, all development application decisions are subject to **an appeal period for 21 days** after the decision on the application has been made. It must be clearly understood that any action taken by the applicant before a development permit is issued and any development by the applicant within 21 days after a decision has been made on a Development Permit, is at one's own risk and is subject to fines and/or enforcement action.
5. Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted with this application as required, together with a plan sufficient to identify the land which may be in a digital format (such as PDF document). It is desirable that the plans and drawings should be on a scale appropriate to the development. However, where stipulated for certain developments it is necessary for plans and drawings to be professionally prepared.
6. **If a decision is not made within 40 days** from the date of the receipt of the application deemed to be complete in its final form, or within such longer period as the applicant may agree in writing, **the application may be deemed to be refused** and the applicant may exercise their right of appeal as a deemed refusal at the end of the 40-day period.
7. Construction undertaken subsequent to approval of this development permit application is regulated by government legislation. The applicant/owner/developer assumes all responsibilities pertaining to construction plan submissions, approvals and inspections as may be required by the appropriate Safety Codes inspector for the Town of Pincher Creek.
8. The applicant attests they have submitted true particulars concerning the completion of the proposed development and agree to comply in all respects with any conditions that may be attached to any development permit that is issued and with any other bylaws that are applicable. The applicant understands and is aware that they may be required to pay for all local improvement costs, which include drainage, road construction, sewer and water line extensions, utility connection fees and installation costs at the present established rate.