



Town of Fox Creek  
P.O. Box 149  
102 Kaybob Drive  
Fox Creek, AB. T0H 1P0  
Phone 780-622-3896  
[www.foxcreek.ca](http://www.foxcreek.ca)

## Development Permit Application Package - Signs

Under Provincial Law (Municipal Government Act, Revised Statutes of Alberta 2000, M-26) all developments in the Province of Alberta require a development permit. The Act defines development as:

- a building or an addition to, or replacement or repair of, a building and the construction or placing of any of them on, in, over or under land.
- a change of use of land or a building, or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building.
- a change in the intensity of use of land or a building, or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.
- an excavation or stockpile and the creation of either of them.

**Development Permit Requirements for Signs** according to Town of Fox Creek's **Land Use Bylaw No. 778-2016**

70.1 Unless exempted by Section 71, no person shall place, replace, erect or use any sign without first obtaining a development permit.

70.2 If active work is not commenced within 12 months from the date of its issuance, the development permit for a sign shall expire and become invalid, unless the Development Authority approves an extension of time which must be requested by the owner in writing.

70.3 Provided the sign is erected within 12 months of issuance of the permit, the permit shall continue in force from year to year.

70.4 An application for a development permit shall include the following:

(a) The name and address of:

(i) the sign company responsible for the sign; and

(ii) the owner of the sign; and

(iii) the registered owner of the land or premises upon which the sign is to be erected.

(b) Written consent of the registered owner of the land or premises upon which the sign is to be erected;

(c) A site plan showing:

(i) the proposed sign location;

(ii) property lines and setback requirements;

(iii) distances to adjacent buildings and signs; and

(iv) distances to the nearest intersection and any sidewalks and curbs.

(d) A plan showing the following construction details:

(i) the overall dimensions of the sign and the total sign area;

(ii) design details and material specifications;

(iii) manner of all sign illumination;

(iv) method of supporting or attaching the sign;

(v) the amount of projection from the face of the building, where applicable;

(vi) the amount of projection over Town property, where applicable;

(vii) the height of the top and the bottom of sign above the average ground level at the face of the building or sign; and

(viii) the distance to aerial power lines from freestanding signs.

(e) A fee as established by Council resolution.

70.5 Whenever the conditions of installation require unusual structural provisions, the

Development Authority may require a structural drawing prepared by a professional engineer to ensure the safety of the sign design and placement.

70.6 Provided the sign complies with the regulations in this Bylaw and any other applicable municipal, provincial or federal regulations, the permit shall continue in force indefinitely.

Section 71: Signs Not Requiring a Development Permit

71.1 Except as stated in Section 71.2, a sign shall not be erected or exhibited unless a development permit has been granted.

## Development Permit Application Instructions

- The attached form shall be filled out to the satisfaction of the Development Officer and shall be signed by the applicant or their agent.
- Each application for a development permit shall be accompanied by a fee as established by Council resolution.
- The value and size of the proposed construction;
- Site plans drawn to scale, professionally produced or comparable to professionally produced at the discretion of the Development Authority, showing:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• north arrow;</li> <li>• scale, revision history, and date of plan;</li> <li>• legal description of property;</li> <li>• municipal address;</li> <li>• lot lines shown with dimensions;</li> <li>• proposed front, side and rear yards shown with dimensions;</li> <li>• floor plans, elevations, and exterior finishing materials;</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• location and dimensions of existing and proposed municipal and private local improvements, principal buildings and other structures including accessory buildings or structures, garages, carports, parking spaces, fences, driveways, paved areas, and major landscaped areas including buffering and screening areas where provided;</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• the grades of existing and proposed streets, lanes, sidewalks and sewers servicing the property;</li> </ul> | <ul style="list-style-type: none"> <li>• existing and proposed deep and shallow utilities;</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• development density, site coverage calculations, allocation of floor space for different uses, height, and number of storeys according to the definitions of this Bylaw;</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• all existing and proposed abutting streets, lanes, sidewalks, curbs, trails, highways and roads rights-of-way, and any existing or future access to the proposed Development;</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• site topography, drainage patterns, grades and special conditions;</li> <li>• location of all registered utility easements and rights-of-way;</li> <li>• proposed removal of any trees; and</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• confirmed location of any active or inactive oil or gas development or wells on or within 25 m (82.0 ft) of the site;</li> </ul> |
|--|--|

- For commercial, industrial, multi-unit residential, recreational, institutional, and similar uses, the following are also required on site plans defined in Section 19.3(c):
- building cross-sections, foundation plans, and colour renderings
- loading and access provisions;
- adjacent properties, including land uses and improvements;
- garbage and storage areas, including the fencing and screening proposed;
- information regarding any dangerous goods, or other noxious, toxic, radioactive, flammable, or explosive material proposed for use or storage on-site; and
- a lot lighting plan; and
- a landscaping plan showing the location of all existing and proposed landscaping including trees, shrubs, and grass, and any existing trees proposed to be removed;
- A copy of the Certificate of Title for the subject site dated within thirty (30) days of the application date, and copies of any caveats or instruments registered in favour of the Town;
- A signed consent form allowing right-of-entry on the property by the Development Officer.
- In addition, the Development Authority may require such other information that is deemed necessary by the Development Authority.

You can review the complete Town of Fox Creek Land Use Bylaw 778-2016 at [www.foxcreek.ca](http://www.foxcreek.ca).



# Development Permit Application

## Sign

Land Use Bylaw 778-2016

Town of Fox Creek  
 P.O. Box 149  
 102 Kaybob Drive  
 Fox Creek, Alberta  
 Phone: 780-622-3896  
 www.foxcreek.ca

PROJECT LOCATION				
Address:				Permit no.
Lot	Block	Plan	Tax Roll No.	Land Use District

EXISTING BUILDINGS AND LAND USE

PROJECT DESCRIPTION (PROPOSED DEVELOPMENT) (include Estimated Value)

APPLICANT			
Applicant Name:		Phone:	Fax:
Company Name:		Cell:	Email:
Mailing Address:	City:	Prov:	Postal Code:

LANDOWNER <input type="checkbox"/> same as APPLICANT			
Landowner Name:		Phone:	Fax:
Company Name:		Cell:	Email:
Mailing Address:	City:	Prov:	Postal Code:

Sign Type	<input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>	<input type="checkbox"/> ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup>				
<input type="checkbox"/> Awning/Canopy		<input type="checkbox"/> Billboard				
<input type="checkbox"/> Fascia						
<input type="checkbox"/> Freestanding		<input type="checkbox"/> Other (specify)				
<input type="checkbox"/> Wall						

**Applicant:** \_\_\_\_\_  
 Printed Name of Applicant

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

**Landowner:** \_\_\_\_\_  
 Printed Name of Landowner

\_\_\_\_\_  
 Signature of Landowner



# Declarations

## Application

I/we hereby make application for a Development Permit under the provisions of the Town of Fox Creek Land Use By-law 778-2016, in accordance with the plans and supporting information submitted herewith and which form part of this application.

I/we have read and understand the terms printed on this application form and hereby apply for permission to carry out the development described on the reverse and on the attached plans and specifications. I/we hereby declare that the above information is, to the best of my/our knowledge, factual and correct.

## Freedom of information and Protection of Privacy

The personal information contained on this form is collected pursuant to Section 32c of the Freedom of information and Protection of Privacy Act, Part 17 of the Municipal Government Act, and under the authority of the Town of Fox Creek Land Use Bylaw 778-2016.

## Application Review

This information will be used for the purpose of application review and analysis and may include notification to various Provincial or Federal Departments or agencies, adjacent landowners and/or adjacent municipalities for their review and input. The application process can be viewed on our website at [www.foxcreek.ca](http://www.foxcreek.ca). If you have any questions about the review process of information collection, please contact Planning and Development, Town of Fox Creek at (780) 622-3896.

## Applicant Authorization and Appeal Process

1. I am the owner/agent with the consent and authority of the owner that is the subject matter of this permit application.
2. Further, I/we hereby give my/our consent to allow any authorized person pursuant to the Municipal Government Act Section 542 the right to enter the land and/or building(s) with respect to this application only.
3. I/we understand that an order, decision or permit made or issued by a Development Officer may be appealed by any person affected, within fourteen (14) days after notification. If any work or action is taken (whether under an approved permit or not) within the appeal period, I/we waive any claim or right to compensation from the Municipality or its agents should the appeal result in this permit being modified or revoked.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

<u>Office Use Only</u>	Fee paid	\$ _____
	Receipt no.	_____
	Date deemed complete	_____
	Application no.	<u>D</u> _____

# Site Plan - Instructions

In addition to the completed development permit application form, a clear and concise site plan at a scale and level of detail satisfactory to the Development Officer must be submitted.

Site plans for **Residential** developments must include:

- the size and shape of the lot.
- a north arrow.
- the legal description of property.
- the civic address of the property.
- lot lines (with dimensions).
- proposed front, side and rear yard setbacks.
- location of existing principal building and other structures including accessory buildings, garages, carports, parking spaces, fences, driveways and paved areas.

On a vacant parcel in a residential district, the site plan must show the proposed location of the principal building, and driveway/parking areas.

Site plans for **Commercial** or **Industrial** developments must also include:

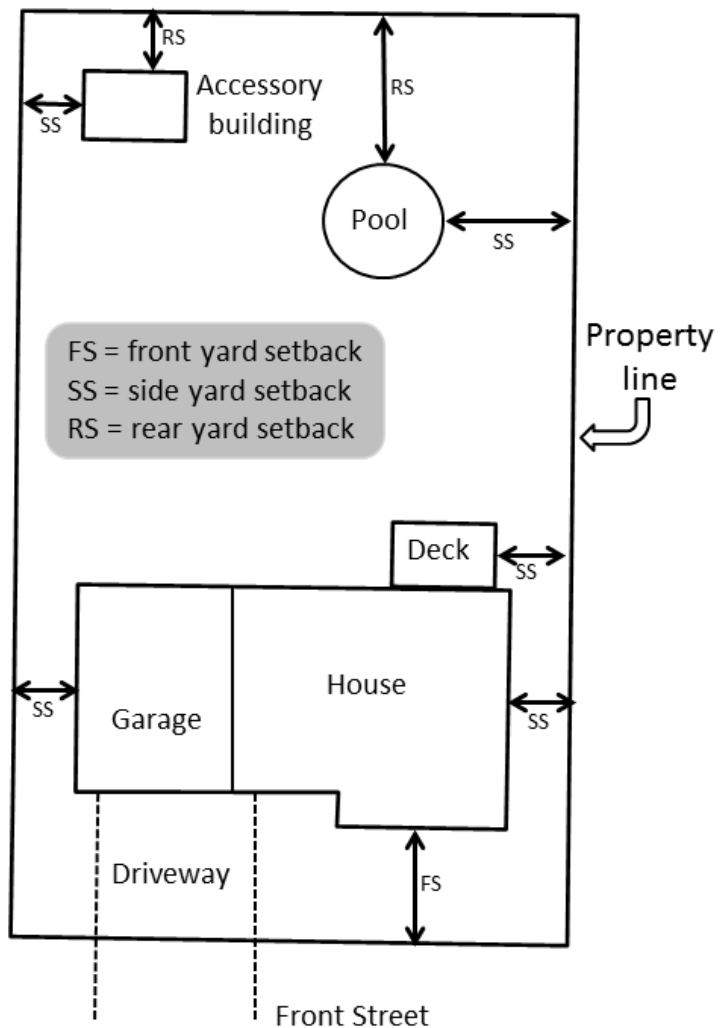
- the site plan drawn to scale.
- the location of existing and proposed municipal and private local improvements.
- the location of all registered utility easements and rights-of-way.
- access to the site.
- location of off-street loading and vehicle parking.
- dimension and layout of existing and proposed parking areas, entrances and exits abutting roadways.
- vehicular and pedestrian circulation on the site.

For site plans submitted for private residential developments, a hand drawn site plan would be satisfactory provided it is clear, easy to read and contains all of the above-noted information.

For commercial or industrial developments, site plans must be drawn by an architect or certified engineer/surveyor.

You may use the reverse side to draw your site plan or submit it on a separate sheet of paper.

Example of simple site plan



# SITE PLAN

PROJECT LOCATION				
Address:				Permit no.
Lot	Block	Plan	Tax Roll No.	Land Use District

