



TOWN OF  
**DIAMOND  
VALLEY**

Box 10  
301 Centre Avenue West  
Diamond Valley, AB T0L 0H0

403-933-4348  
info@diamondvalley.town  
www.diamondvalley.town

## Sign Development Permit Application

Dev. Permit:

Roll:

Receipt:

Date:

### Applicant Information

Applicant Name:		Business Name:	
Mailing Address:	Town/City:	Postal Code:	
Phone:		Alt. Phone:	
Email:			
Registered Land Owner:		Phone:	
Mailing Address:	Town/City:	Postal Code:	

### Affected Property

Civic Address:				
Legal Description:	Lot:	Block:	Plan:	District:
Home Occupation:	Major <input type="checkbox"/>	Minor <input type="checkbox"/>	n/a <input type="checkbox"/>	

### Sign Specifications

Describe Sign Type and Location (wall, window, freestanding, sandwich board, banner, etc.):				
I have attached a replica of the proposed sign drawn to scale (required): Yes <input type="checkbox"/> No <input type="checkbox"/>				
Sign Size:	Height:	Width:		Area:
Freestanding Sign	Height from Base to Top:		Lettering Style/Font:	
Setbacks from Property Lines:	Front:	Side:	Side:	Rear:
Estimated commencement date:			Estimated completion date:	

### Fee

Please refer to the [Rates and Fees Bylaw](#) for fees related to Development Permits.

### Information

Upon receipt of the completed application, application fee and any required supporting material, the Development Authority has up to 40 days to process the application, during which time the Development Authority may refer to other agencies and may exercise their discretion to either approve or refuse the application.

**Note:** This is not a building permit; applicable building, gas, electrical, and plumbing permits must be obtained prior to commencing any renovation or new construction.

Upon issuance of a Sign Development Permit, the approved development must commence within 1 year unless a time extension is applied for and granted.

The personal information collected through the development permit application form is for processing the permit application. This collection is authorized by section 4 (a) and (c) of the Protection of Privacy Act and Section 640(2) of the MGA. For questions about the collection of personal information, please contact the privacy office at LegislativeServices@diamondvalley.town or 403-933-4348.

# Town of Diamond Valley

## Right of Entry

In accordance with the Municipal Government Act, I hereby authorize the designated officers of the Town of Diamond Valley to enter upon the land for the purpose of conducting a site inspection in connection with my Sign Development Permit Application. **I am the Registered Owner or am the Applicant and am authorized to act on behalf of the Registered Owner**

Applicant Name:

Date:

Applicant Signature:

## Agreement

**Applicant Declaration:** I/We hereby make application for a Sign Development Permit under the provisions of the Land Use Bylaw, in accordance with the plans and supporting information submitted herewith. I declare that I am the Applicant and guarantee for the Town of Diamond Valley that the information contained in the Application, and supporting documentation submitted with the Application, is true and correct. Further, I have read the applicable excerpts from the Land Use Bylaw, and I am fully aware that the Sign Development Permit, if issued, is subject to revocation if I default in adhering to any condition issued with the Permit or the relevant policy as defined in the Land Use Bylaw.

Applicant Name:

Date:

Applicant Signature:

## Application Status

Decision Date:

Notice Date (if applicable):

Approved ☐

Approved, subject to conditions attached ☐

Refused (see attached) ☐

Date of Application Deemed Complete:

Development Permit Issuance Date:

Development Officer:

Signature:

NOTE: Upon issuance of this Development Permit, the approved development must commence within 1 year and must be completed within 2 years from the date of issuance, unless a time extension is applied for and granted.