



Sign Development Permit Application

Dev. Permit:
Esite Permit:
Roll:
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

The fee for a Sign Development Permit is \$50/Permitted Use & \$100/Discretionary (Security Deposit may apply). Sign design and application must in compliance with the provisions of the Black Diamond Land Use Bylaw or Turner Valley Land Use Bylaw, whichever applies.

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.

Personal information will be used in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). The Application, supporting documents, and payment must be submitted in hard copy to the Municipal Office located at 301 Centre Avenue W, Diamond Valley.

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 <input type="checkbox"/>	Approved, subject to conditions attached <input type="checkbox"/>	Refused (see attached) <input type="checkbox"/>
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.		

Fee \$
Refundable Deposit \$
Payment Date:
Receipt:
Refund Issued: