

Description

Successful completion of this application, and meeting all submission requirements, will result in a complete Sign Permit Application. Sign permits are required for all new signs, and some replacement signs within the City of Grande Prairie. Please contact us to clarify at 780-538-0325.

Submittal Requirements

| | |
|--|--|
| <input type="checkbox"/> 1. Certificate of Title dated within 30 days of the application | <input type="checkbox"/> 4. Sign Details: See sign detail requirements on page 5 |
| <input type="checkbox"/> 2. Site Plan: See site plan requirements on page 5 | <input type="checkbox"/> 5. Completed Application Form(s) |
| <input type="checkbox"/> 3. Elevations and/or photo of building or site with sign drawn on | |

Fees

| | |
|---|--|
| Qty _____ Billboards: \$600 per sign | Qty _____ Freestanding Signs: \$350 per sign |
| Qty _____ Entrance Feature: \$200 per sign | Qty _____ Temporary Signs: \$60 per sign |
| Qty _____ Fascia Signs: \$150 per sign | Qty _____ Variance in excess of 1% of any measurable standard to any sign: \$600 (in addition to permit fee) |
| Qty _____ Electronic Message Display (digital signs): \$400 discretionary use fee (in addition to permit fee) | |

Submission Information

- Complete applications and all submittal requirements may be submitted electronically to devpermits@cityofgp.com.
- Completed forms may also be dropped off in person at: City Service Center, 9505 – 112 Street, Grande Prairie, Alberta. Office hours are 8:30 a.m. – 4:30 p.m.
- For questions regarding this application form or the application process, please contact Development Permitting at 780-538-0325 or email devpermits@cityofgp.com.

FOIP Act Policy

The personal information on this form is being collected under the authority of the City of Grande Prairie Lot Grading Bylaw, Land Use Bylaw and Building Bylaw and amendments thereto, as well as Section 33(c) of the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, as amended from time to time. The personal information being collected in this application package, including name and contact information, will be used to process the application. This information may also be used for statistical data. The information is protected by the provisions of the FOIP Act. If you have any questions about the collection, use or disclosure of your personal information, please contact the City of Grande Prairie FOIP Coordinator at 780-538-0300.

Section A: Project Address(es)

| | | | |
|--------|------|--------|-------|
| Civic: | | | |
| Legal: | Lot: | Block: | Plan: |

Section B: Details of Sign(s) (complete one description for each sign)

| | | | |
|---|---|---|------------------------------------|
| Type of Sign: (check all that apply) | <input type="checkbox"/> Freestanding / Pylon | <input type="checkbox"/> Illuminated | <input type="checkbox"/> Temporary |
| | <input type="checkbox"/> Fascia / Wall Sign | <input type="checkbox"/> Electronic Message Display | <input type="checkbox"/> Billboard |
| | <input type="checkbox"/> Electronic Changeable Copy | <input type="checkbox"/> Other: | |
| Dimensions: | Vertical: | Horizontal: | Depth: |
| | Height from ground to highest point: | | |
| Wording on Sign: | | | |

| | | | |
|---|---|---|------------------------------------|
| Type of Sign: (check all that apply) | <input type="checkbox"/> Freestanding / Pylon | <input type="checkbox"/> Illuminated | <input type="checkbox"/> Temporary |
| | <input type="checkbox"/> Fascia / Wall Sign | <input type="checkbox"/> Electronic Message Display | <input type="checkbox"/> Billboard |
| | <input type="checkbox"/> Electronic Changeable Copy | <input type="checkbox"/> Other: | |
| Dimensions: | Vertical: | Horizontal: | Depth: |
| | Height from ground to highest point: | | |
| Wording on Sign: | | | |

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| | <input type="checkbox"/> Fascia / Wall Sign | <input type="checkbox"/> Electronic Message Display | <input type="checkbox"/> Billboard |
| | <input type="checkbox"/> Electronic Changeable Copy | <input type="checkbox"/> Other: | |
| Dimensions: | Vertical: | Horizontal: | Depth: |
| | Height from ground to highest point: | | |
| Wording on Sign: | | | |

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| | Height from ground to highest point: | | |
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| | <input type="checkbox"/> Electronic Changeable Copy | <input type="checkbox"/> Other: | |
| Dimensions: | Vertical: | Horizontal: | Depth: |
| | Height from ground to highest point: | | |
| Wording on Sign: | | | |

Section C: Owner Information

| | | | |
|------------------|--|----------------|--|
| Owner / Company: | | | |
| Owner Address: | | City: | |
| Province: | | Postal Code: | |
| Contact Name: | | | |
| Contact Email: | | Contact Phone: | |

Section D: Applicant Information (if different from ownership information)

| | | | |
|--------------------|--|----------------|--|
| Applicant: | | | |
| Applicant Address: | | City: | |
| Province: | | Postal Code: | |
| Contact Email: | | Contact Phone: | |

Section H: As the Applicant, I affirm (check all that apply)

- I/We am/are the registered Owner(s) of noted property on which the work identified in this application will be conducted.
-
- I have entered into a binding agreement to purchase the noted property on which the work identified in this application will be conducted.
-
- I have permission of the registered Owner(s) of noted property to act as an Applicant on which the work identified in this application will be conducted.
-
- I/we grant Right of Entry and ensure the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions and terms of the Lot Grading Bylaw, Land Use Bylaw and Building Bylaw. I/we will notify the appropriate authority of any proposed changes to the plans submitted with this application.

By authorizing Right of Entry, you are authorizing the City of Grande Prairie to enter upon the subject lands for the purpose of site inspection(s), to evaluate the proposed development, and to ensure compliance with any subsequent conditions in the event the Development Permit application is approved.

Signature:

Date:

Landowner Signature/
Authorized Agent:
(if different from applicant)

Date:

Section F: Fees

Development Permit:

Total:

PLEASE NOTE

THIS APPLICATION DOES NOT PERMIT YOU TO COMMENCE CONSTRUCTION

You will be contacted for payment. An application that covers more than one lot will have to be calculated by the City.

Office Use Only

Payment Type:

MC

Visa

AMEX

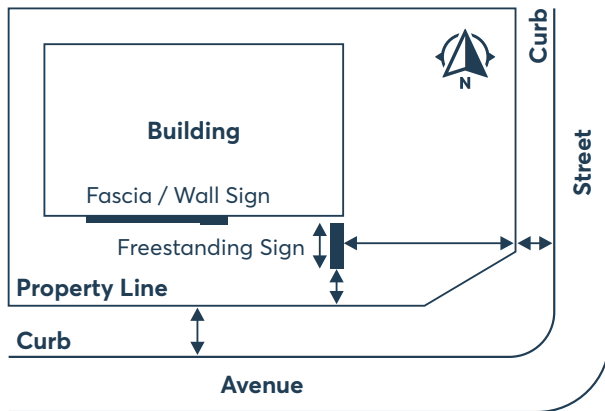
Debit

Cheque

Other

Plan Requirements

SAMPLE SITE PLAN



SAMPLE SITE PLAN



Site Plan Requirements

- Property line to curb
- Property line to sign (N and S)
- Property line to sign (E and W)
- Dimensions of sign (length, width)
- Height of sign from ground to top
- Location of sign on the building (Fascia Signs)
- All right of ways or easements

Sign Details Requirements

- Building
 - Height
 - Width
- Sign
 - Height
 - Width



SAMPLE SITE PLAN

Freestanding or Billboard Requirements

- Size of sign
- Double pole
- Single pole
- Clearance from bottom of sign to grade
- Location of sign
- Total height of sign