

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

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- | | |
|--|--|
| <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) |
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3. Elevations and/or photo of building or site with sign drawn on
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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.

Privacy Statement

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act, SA 2024, c. P-28.5. It is collected to process your request, verify your authority, and provide the requested permit, information, or approval.

Your information will only be used for these purposes and protected in accordance with the Act. It will not be disclosed except as authorized by law or with your written consent. If you are requesting for a property, you do not own or occupy, you may be required to provide proof of authority. Personal information is retained and disposed of according to the City's Records Management Bylaw C-1348. If you have any questions about the collection, use, disclosure, or destruction of your personal information, please contact Development Services at 780-538-0325 or devpermits@cityofgp.com.

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: (provide in metric units)	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: (provide in metric units)	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: (provide in metric units)	Vertical:	Horizontal:	Depth:
	Height from ground to highest point:		
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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: (provide in metric units)	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: (provide in metric units)	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.
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- I have entered into a binding agreement to purchase the noted property on which the work identified in this application will be conducted.
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- 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.
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- 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

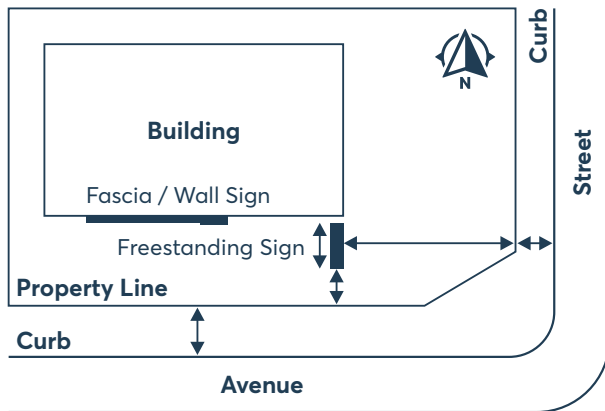
Debit

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