



# CITY OF BROOKS SIGN APPLICATION DEVELOPMENT PERMIT

Date of Application: \_\_\_\_\_

Sign Permit Application No.	_____
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Date Deemed Complete: \_\_\_\_\_

**IMPORTANT NOTICE:** This application **does not** permit you to install the sign until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.

## APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone (alternate): \_\_\_\_\_

City/Town: \_\_\_\_\_

Fax: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Check this box if you would like to receive documents through email.

Is the applicant the owner of the property?  Yes

No

IF "NO" please complete box below

Name of Owner: _____	Phone: _____
Mailing Address: _____	Applicant's interest in the property: <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
City/Town: _____	
Postal Code: _____	

## SIGN INFORMATION

TYPE OF WORK:	<input type="checkbox"/> New Permanent Sign	<input type="checkbox"/> Changes to Existing Sign	<input type="checkbox"/> Temporary Sign
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Sign Location (Civic Address): \_\_\_\_\_

Are there any other signs at this location?  Yes  No

If yes, please state how many:  
\_\_\_\_\_

<b>SIGN TYPE*:</b> <input type="checkbox"/> Portable <input type="checkbox"/> Temporary <input type="checkbox"/> Canopy <input type="checkbox"/> Window <input type="checkbox"/> Freestanding <input type="checkbox"/> Fascia <input type="checkbox"/> Billboard <input type="checkbox"/> Mural <input type="checkbox"/> Projecting <input type="checkbox"/> Under Canopy <input type="checkbox"/> Roof <input type="checkbox"/> Other  <small>*see Land Use Bylaw for definitions</small>	<b>PROJECTION STYLE:</b> <i>Mark any or all that apply</i> <input type="checkbox"/> Lettering / logo <input type="checkbox"/> Manual changeable lettering content <input type="checkbox"/> Electronic changeable lettering content <input type="checkbox"/> Animation <input type="checkbox"/> Movement / rotation	<b>ILLUMINATION:</b> <i>Mark any or all that apply</i> <input type="checkbox"/> No illumination <input type="checkbox"/> Direct illumination <input type="checkbox"/> Internal illumination <input type="checkbox"/> Flashing
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			<i>Office Use</i>
Length of Sign:	<input type="checkbox"/> m <sup>2</sup>	<input type="checkbox"/> ft <sup>2</sup>	
Height of Sign:	<input type="checkbox"/> m <sup>2</sup>	<input type="checkbox"/> ft <sup>2</sup>	
Sign Face Area (length x height):	<input type="checkbox"/> m	<input type="checkbox"/> ft	
Top of Sign Height:	<input type="checkbox"/> m	<input type="checkbox"/> ft	
from Grade:	<input type="checkbox"/> m	<input type="checkbox"/> ft	
from Roof:	<input type="checkbox"/> m	<input type="checkbox"/> ft	

If the sign is only for **temporary** use:

For how many days is the sign proposed to be displayed? \_\_\_\_\_ days

## SITE PLAN

\*\*Please attach a plan drawn to a suitable scale and photographs, if available, illustrating:

- Location of all existing and proposed sign(s) on the property
- Size, height, and other dimensions of the proposed sign(s), including any supporting structures
- Details of sign content (wording, lettering, graphics, colour and design scheme, materials, etc.)
- Location of the property boundaries of the parcel upon which the proposed sign(s) are to be located
- Setbacks from property lines of proposed sign(s) and existing building(s)

## DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Sign.

\_\_\_\_\_

APPLICANT

\_\_\_\_\_

Registered Owner (if not the same as applicant)

**TERMS:**

1. Subject to the provisions of the Land Use Bylaw of the City of Brooks, the term "Development" includes the making of any change in the use of buildings or land.
2. Although the Designated Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent, and is without prejudice to the decision in connection with the formal application. It must be clearly understood that any action taken by the applicant before a Development Permit is received, is at his own risk.
3. Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in duplicate with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared.
4. If a decision is not made within 40 days from the date of the receipt of the application in its complete and final form, or within such longer period as the applicant may approve in writing, the application shall be deemed to be refused and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
5. Construction undertaken subsequent to approval of this Development Permit application may be regulated by the provincial building requirements.
6. Any development carried out prior to the effective date of the appropriate Development Permit is done solely at the risk of the applicant and/or landowner.

**ADDITIONAL INFORMATION:**

In addition to the above requirements, the Designated Officer may also require:

1. Proof of ownership or right to the land in question and may require a current Real Property Report as proof of location of development on said land.
2. Landscape information and/or plans where landscaping is required by the Land Use Bylaw.
3. Additional plans and information may be required and requested due to the nature and magnitude of a proposed development of use.
4. Development drawings that include foundation and floor plans showing all occupancies and uses, elevations, cross sections, height by metres and the number of storeys.

**Please note:** Review of a Development proposal may be delayed if the form and/or additional information provided is incomplete.