

This is a preliminary review to ensure all required documentation is submitted.

Applications without the required information will not be accepted.

Acceptance of an application does not indicate permit approval. Applicant will be contacted if any additional information is required.

Sign Development Checklist

DP# _____

- Complete application form; please ensure that the following fields are filled out:
 - Signature and contact information of applicant, and landowner (if different from applicant). Alternatively, a letter of consent from registered landowner(s) is sufficient.
 - Complete addressing, legal, municipal and Land Use District

- 3 Site Plans: if your site plans are hand drawn, please ensure that it is legible and to scale

- 3 sets of Building Plans (copies sufficient for Building Permit application)
 - two copies of the sign drawings with dimensions, thickness, and copy area of the sign,
 - materials, finishes, colours, size of lettering and graphics,
 - method of illumination, if applicable,
 - mounting details or method of support, if applicable,
 - a site plan showing any existing signs and the proposed sign location in relationship to boundary lines, parking areas and buildings,
 - for freestanding signs, an elevation drawing depicting the height of the sign in relation to the height of the principal building,
 - mounting height or clearance to grade, and
 - the amount of projection of the sign from a building, if any.

- Applicable application fees

- Any other information deemed necessary or requested by a Development Officer:

The applicant will be notified in writing of a decision for a development permit application.

Public Notice:
Upon Development approval, the following will be the manner in which notice will be given for the issuance of Development Permits:

- Permitted Uses – not requiring a variance/relaxation:
The details of the development will be posted at the front counter of Morinville’s Planning & Development Department Office.
- Discretionary Uses and/or developments requiring a variance/relaxation:
In addition to above, the details of the development will also be advertised in the local newspaper, and/or mailed to adjacent landowners, and/or posted on Morinville’s website, and/or posted on the subject site.

Signature of Applicant