



VILLAGE OF LINDEN

109 Central Ave, Linden AB T0M 1J0 (403) 546-3888

DEVELOPMENT PERMIT APPLICATION FORM: SIGNS

Office Use Only

SUBMISSION DATE:

FILE#:

FEE (\$):

RECEIPT #:

LINC #:

ROLL #:

APPLICANT INFORMATION

NAME:

PHONE #:

EMAIL:

MAILING ADDRESS:

POSTAL CODE:

PREFERRED METHOD OF COMMUNICATION: (circle one)

Call for pick up

mail

email

OWNER INFORMATION (IF APPLICANT IS OTHER THAN OWNER)

NAME:

PHONE #:

EMAIL:

MAILING ADDRESS:

POSTAL CODE:

OWNER SIGNATURE:

DATE:

PROPERTY INFORMATION

MUNICIPAL ADDRESS:

LEGAL DESCRIPTION:

LOT:

UNIT/BLOCK:

PLAN:

QTR:

SEC:

TWP:

RGE:

W4M

EXISTING USE OF LAND/BUILDING:

PROPERTY SIZE:

LAND USE DISTRICT:

DEVELOPMENT INFORMATION

SIGN TYPE:

SIGN HEIGHT:

SIGN AREA AND DIMENSIONS:

SIGN COLOR(S):

SIGN MATERIALS:

ESTIMATED DEVELOPMENT COST:

PROPOSED START DATE:

PROPOSED COMPLETION DATE:

DECLARATION

I/We declare that I am/we are the owner of the land described above or authorized to act on behalf of the registered owner(s). I/We have reviewed all of the information supplied to the Village with respect to an application and it is true and accurate to the best of my/our knowledge. I/We understand that the Village of Linden will rely on this information in its evaluation of the application. Any decision made by the Village of Linden based on inaccurate information may be cancelled at any time. By signing below, I/we confirm to have carefully read this declaration and agree to the terms within.

APPLICANT SIGNATURE:

DATE:



I/We give authorization for electronic communication using the email provided on this application form.

PAYMENT

Until the applicable permit fees have been paid in full to the Village of Linden, the Village will not commence the review of your application.

The personal information collected through this development permit application form is required and will be used for issuing development permits and property assessment purposes. This collection is authorized by section 4 (a) of the *Protection of Privacy Act (POPA)* and by sections 642, 303, and 295 of the *Municipal Government Act*. The name of the permit holder and the nature of the permit are available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Development Officer, Box 213, Linden AB, T0M 1J0. Phone: (403) 546-3888. E- mail: cao@linden.ca.

Omitting personal information on plans and drawings protects owners and tenants by reducing the risk of any personal information being wrongfully displayed, while following the Province of Alberta's *POPA*. If you consider the information personal, please do not put it on the plans.



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DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of the application due to insufficient information.

- Complete Development Permit Application Form
- Application Fee (refer to the Village of Linden Fee Schedule)
- Letter of Authorization from the property owner authorizing an agent to act on their behalf (if the owner is unable to sign the Development Permit Application Form)
- Site Plan (drawn to scale) showing the following:
 - municipal address, legal description and north arrow
 - area and dimensions of the parcel boundaries, showing any required front, rear and side yards
 - existing and proposed easements and rights-of-way
 - location and dimensions of all existing and proposed signs, buildings, structures or uses on the property and the measured distance to property lines
 - identification of existing and proposed roads or lanes that will provide access
 - off-street parking and loading stalls
 - vehicle entrances and exits from the property (e.g. driveways)
- A drawing showing the width, sign height and sign area of the sign, showing the sign content and sign content area
- A description or drawing showing the sign materials and colors

The Development Authority may additionally require the submission of:

- current copy of Certificate of Title and copies of any restrictive covenants, utility rights-of-ways, easements or Village of Linden caveats registered on title
- written rationale supporting any requested variances
- a Real Property Report prepared by an Alberta Land Surveyor

For information regarding your specific application requirements contact the Village of Linden
Development Officer:

Phone: (403) 546-3888 Email: cao@linden.ca

SAMPLE SITE PLAN

