TOWN OF HANNA
Part of the Harvest Sky Region

Development Permit Application Form - Signs

Office Use Only

Development Permit #: _____ Fee: **$20.00**

Roll #: _____ Receipt #: _____

Date Submitted: _____

Applicant Information

Name: _____ Telephone: _____

Email Address: _____

Mailing Address: _____ Postal Code: _____

Property Information

Municipal Address: _____

Legal Address: Lot/Unit: _____ Block: _____ Plan: _____ Linc: _____

Existing Use of Land/Building: _____

Property Size: _____ Land Use District: _____

Owner Information (if different than applicant)

Name: _____ Telephone: _____

Email Address: _____

Mailing Address: _____ Postal Code: _____

Owner Signature: _____ Date: _____

Development Information

Proposed Sign Type: _____ Estimated Development Cost: _____

Is the Sign Illuminated: Yes: ____ No: ____ If yes describe type of Illumination: _____

Proposed Start Date: _____ Proposed Completion Date: _____

DECLARATION

I/We declare that I /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 the information supplied to the Town with respect to an application and it is true and accurate to the best of my/our knowledge. I/We understand that the Town of Hanna will rely on this information in its evaluation of the application. Any decision made by the Town of Hanna based on inaccurate information may be cancelled at any time. I/We give authorization for electronic communication, using the email provided on this application form. By signing below, I/we confirm to have carefully read this declaration and agree to the terms within.

Applicant Signature: _____ **Date:** _____

FOIP Notification: This personal information is being collected under the authority of the Municipal Government Act (MGA) and in the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP.

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
- ☐ Payment of $20.00 Application Fee
- ☐ 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 (marked to scale or not 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 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, height and sign area of the sign, including 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 Town of Hanna 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 Town of Hanna Development Officer: David Mohl
Phone: 1-403-854-4433 Email: dmohl@hanna.ca

SIGN TYPES

The following excerpts are taken from the Town of Hanna Land Use Bylaw 1032-2023 related to the types of signs. Please refer to Section 11 of the Land Use Bylaw 1032-2023 for complete information and sign type regulations.

11.5 Sign Types

11.5.1 Sign types are identified and defined as follows:

#	Sign Types	Definition
1	**Under Canopy Sign** 	means a Sign that is suspended from or below the ceiling or roof of an awning or canopy.
2	**Canopy sign** 	means a Sign that is mounted, painted or otherwise attached to an awning, canopy or marquee.
3	**Fascia Sign** 	means a Sign mounted directly on to the building fascia, which does not project more than 0.3 m (1.0 ft) from the building and is generally mounted above the business entrance.
4	**Mural Sign** 	means a painting or other decorative work applied to and made integral with an outside wall surface of a building.
5	**Projecting Sign** 	means a Sign, other than a Canopy Sign or Fascia Sign, which is attached to and projects more than 0.3 m (1.0 ft) horizontally from a structure or building face.
6	**Roof Sign** 	means any Sign erected upon, against, or directly above a roof or on top of or above the parapet of a building.

7	**Freestanding Sign** 	means a Sign supported independently of a building or wall, or by way of columns, concrete foundation, uprights, braces, masts, or poles mounted in or upon grade.
8	**Billboard Sign** 	means a Sign supported independently of a building or wall that advertises goods, services or facilities which directs a person to a different parcel on which the Billboard Sign is located and where the sign content can be periodically replaced.
9	**A-board Sign** 	means a Sign which is set on the ground, built of two similar pieces of material and attached at the top by a hinge(s) so as to be self-supporting when the bottom edges are separated from each other (i.e. sandwich board sign).
10	**Portable Sign** 	means a Sign that is not permanently affixed to a building, structure, or the ground, but does not include A-board Signs as defined in this Bylaw.

11.5.2 When a Sign cannot be clearly categorized as one of the sign types as defined in this Bylaw, the Development Authority shall determine the sign type and any and all applicable standards.

SAMPLE SITE PLAN

