

Development Permit Requirements Checklist

SIGNS

All of the following information for a Development Permit is necessary to ensure that an application is reviewed completely and efficiently. This checklist must be attached to all Development Permit Applications for commercial/industrial/institutional development. All boxes should be checked, and the information indicated attached to the application. **Incomplete applications will not be accepted by the Village Administration and will be returned to the Applicant. All boxes must either have a or N/A (not applicable).**

Required Information

- Completed **Development Permit - Sign Application Form**;
- Letter of Authorization** signed by landowner (if application is submitted by a person other than the registered landowner);
- Application fee**, payable to the Village of Carbon;
- Current **Certificate of Title** of subject lands (no older than 30 days); and
- 2 copies of **site plan** showing the following:
 - the legal description and municipal address of the site;
 - the scale and a North arrow;
 - dimensions of the parcel, including total parcel area;
 - the perpendicular distance measured from adjacent front, rear, and side property lines to a proposed freestanding sign and each corner of the foundation/walls and eaves of any building that a fascia sign will be attached to;
 - the distance between the proposed sign and any building on the site;
 - location of access and egress points to the site;
 - location of off-street vehicular parking and loading areas; and
 - location of any registered utility rights-of-way (including Plan Number).
- 2 copies of **sign plans** showing the following:
 - copy to be placed on the sign;
 - dimensions of sign;
 - means of supporting sign (fascia signs) to building -e.g., guy wires, brackets, etc.;
 - elevation drawing of the building façade on which the sign is mounted showing doors, windows, eave line, and the roofline of the building; and location of the proposed sign and any existing signs;

SIGNS

- overall height of sign (above grade);
- colours and material of sign;
- colours and material of sign structure (freestanding sign); and
- details if illumination, if not provided internally.

Additional Information

The Development Officer may require an applicant for a development permit to submit, in addition to the information noted above, any or all of the following addition information:

- The location of municipal water, sanitary sewer, or storm sewer lines, and public utilities (e.g., gas, telephone, cable, power) to be utilized in servicing the site;
- A Geotechnical Report evaluating slope and/or soils stability; and
- When the applicant is aware that the proposed development does not meet a standard of the Land Use Bylaw (e.g., building setback, parking), any deficiencies must be identified, and a written account of planning rationale provided in a support of such deficiencies.