

This application does not permit you to commence operation. The approving authority will issue a notice to the applicant if the application is complete or incomplete. This notice will be issued within 20 days. Please be advised that the approving authority has 40 days from when application is **deemed complete** to render a decision on this application.

Where a sign is proposed to be located within 300m (984ft) of a Provincial highway or 800m (2,624.8ft) of such intersection, the landowner and/or applicant must have an approved Roadside Development Permit, from the Province, before the Municipality will consider applications for a Development Permit.

For Office Use Only

DP#: \_\_\_\_\_ DP Fee: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Date Accepted as Complete: \_\_\_\_\_  
 Date Complete/Incomplete Letter Sent: \_\_\_\_\_  
 Date Of Decision: \_\_\_\_\_  
 Land Use District: \_\_\_\_\_ Roll #: \_\_\_\_\_

Please refer to the Land Use Bylaw 2016-01, Section 7.18 Signage, for definition of all the sign types. Please identify which sign(s) type you are applying for:

- |  |   |
|--|---|
| <input type="checkbox"/> Animation Sign          | <input type="checkbox"/> Banner Sign                    |
| <input type="checkbox"/> Billboard Sign          | <input type="checkbox"/> Canopy Sign                    |
| <input type="checkbox"/> Fascia Sign             | <input type="checkbox"/> Freestanding Sign              |
| <input type="checkbox"/> Changeable Content Sign | <input type="checkbox"/> Directional & Information Sign |
| <input type="checkbox"/> Portable Sign           | <input type="checkbox"/> Projecting Sign                |
| <input type="checkbox"/> Vehicle Sign            |   |

Sign Dimensions \_\_\_\_\_

Sign Height from top of sign to grade \_\_\_\_\_

Distance from bottom of sign to grade \_\_\_\_\_

Content on Sign \_\_\_\_\_

Is the Development within 1 mile of a Provincial Highway? N / Y Which Highway? \_\_\_\_\_

Long Legal: Part of the \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian W4 (Eg: SW-3-24-25-W4)

Short Legal: Plan \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Civic/Rural Address: \_\_\_\_\_

Registered Owners of Land: \_\_\_\_\_

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

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

*If registered owner is a company please provide company seal with signature or a current corporate search performed within the last 30 days.*

Applicant: \_\_\_\_\_

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

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Interest of Applicant if not owner of property: \_\_\_\_\_

Do you want communication/documents sent to you via email?

 Yes Provide email \_\_\_\_\_

 NO (If no, all communication will be sent via Canada Post to the applicants address identified below which may delay the process.)

“I hereby certify that the development identified in this application will be conducted in accordance to the information provided and under the terms of the Wheatland County Land Use Bylaw 2016-01. I also understand the approving authority may request further information to process this application.”

Signature of Applicant	Print Name	Date
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Signature of Registered Landowner(s)	Print Name (s)	Date
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Signature of Registered Landowner(s)	Print Name (s)	Date
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**If registered owner is a company please provide company seal or a current corporate search within the last 30 days.**

**RIGHT OF ENTRY**

I hereby authorize representatives of Wheatland County and referral agencies to enter my land for the purpose of conducting a site inspection with respect to my development application.

This right is granted pursuant to Section 542(1)(a)(b)(c) of the Municipal Government Act.

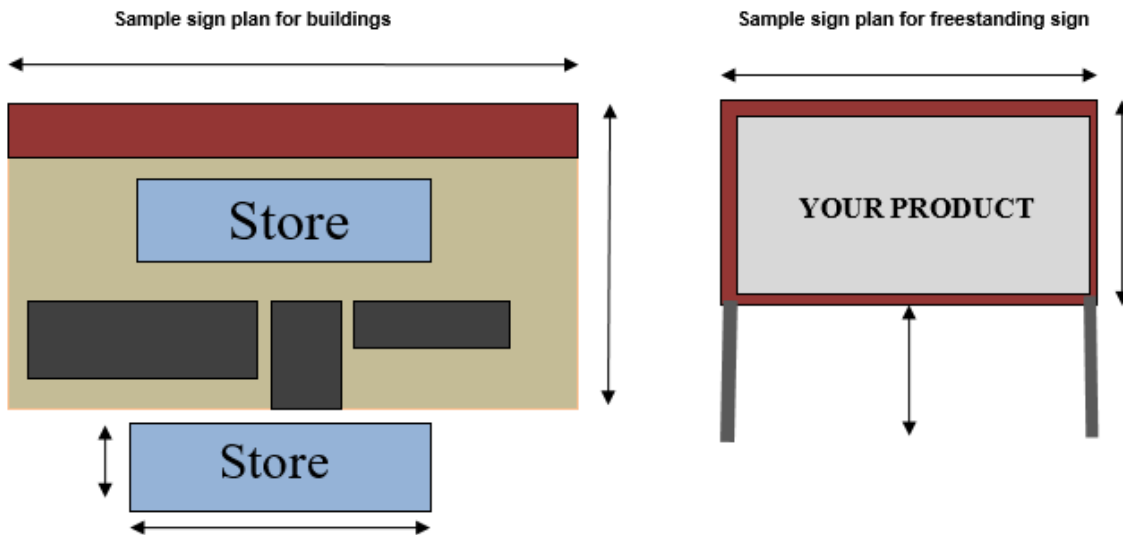
Signature of Registered Landowner(s)	Date
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This information is being collected for the purpose of applying for a development permit pursuant to the provision of the municipal government act and its regulations of the Freedom Of Information and Protection of privacy act. If you have any question about the collection you may contact Wheatland County F.O.I.P coordinator at (403) 934-3321.

**Abandoned Oil/Gas Wells:** ALL development permit applications require an abandoned oil well map from the Alberta Energy Regulator (AER). Information may be obtained by contacting the AER at (1-855-297-8311) or by using the AER’s Map Viewer. Attach a map (printed from the AER map viewer) to this application form (even if there are no abandoned oil or gas well on the property).

This site plan needs to show the location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites. A 5m setback is required from an abandoned oil well.

**Please attach an illustration or photo of proposed sign(s) including wording and dimensions**

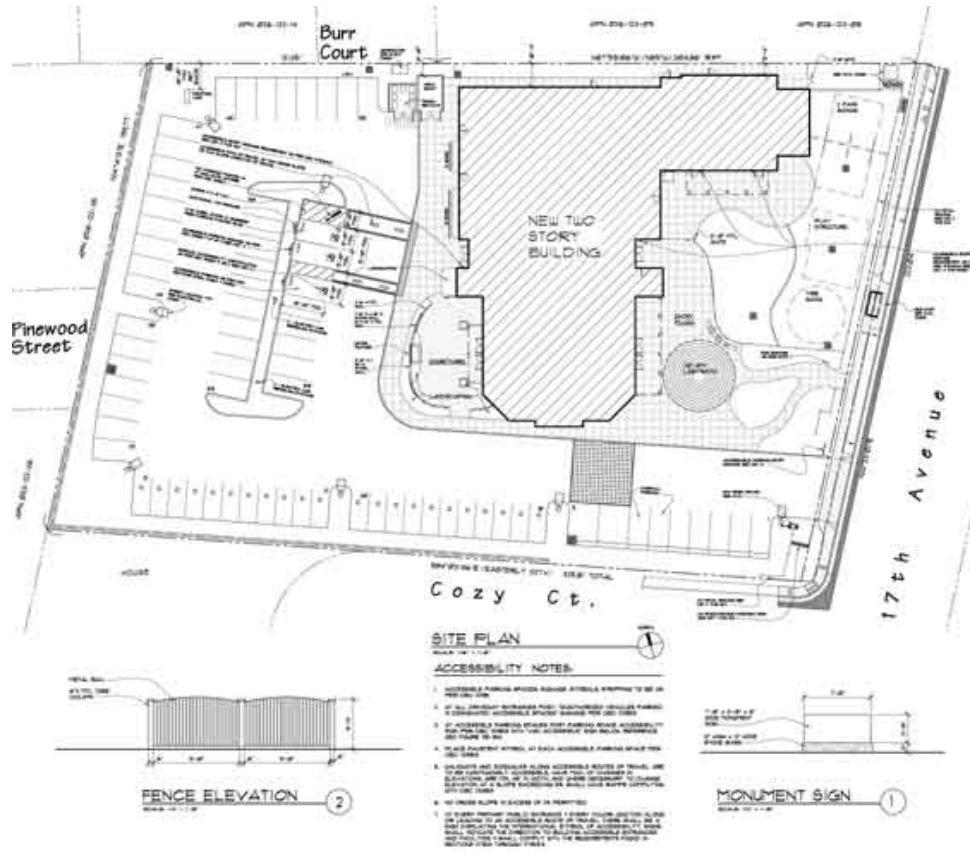


**Please provide and identify the following information on a digital site plan, including setback distances in meters or feet:**

Label front, rear, side yard setbacks from the proposed sign to the property line	Label setback distances to any existing buildings/structures	Label setback distances to all public roads
Identify access to property	Identify any wetlands, canals, rivers or water bodies	Identify and name bordering roads and/or highways
Identify proposed or existing oil and gas sites and pipelines	Identify existing physical features (trees, shelterbelts, canals etc.)	Identify abandoned well sites

**PLEASE ATTACH A DIGITAL/COMPUTER GENERATED SITE PLAN TO THIS APPLICATION**

**SAMPLE DEVELOPMENT PERMIT SITE PLAN**



**MUNICIPAL GOVERNMENT ACT SECTION 683.1** This application does not permit you to commence operation. The development authority has 20 days after the receipt of an application for a development permit to determine if the application is complete. An application is complete if, in the opinion of the development authority, the application contains the documents and other information necessary to review the application. The time period may be extended by an agreement in writing between the applicant and the development authority. If the development authority does not make a determination within the time required, the application is deemed to be complete. If the development authority determines that the application is complete, the development authority must issue to the applicant an acknowledgement in the form and manner provided for in the land use bylaw that the application is complete.

If the development authority determines the application is incomplete, the development authority must issue to the applicant a notice in the form and manner provided in the land use bylaw that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the development authority in order for the application to be considered complete.

If the development authority determines that the information and documents submitted are complete, the development authority must issue to the applicant an acknowledgement in the form and manner provided in the land use bylaw that the application is complete.

If the applicant fails to submit all the outstanding information and documents on or before the date by the development authority the application is deemed to be refused. If the application is deemed refused the development authority must issue to the applicant an acknowledgement in the form and manner provided in the land use bylaw that the application has been refused and the reason for refusal.

Despite that the development authority has issued an acknowledgement, in the course of reviewing the application, the development authority may request additional information or documentation from the applicant that the development authority considers necessary to review the application.

The development authority must make a decision on the application for a development permit within 40 days after the applicant receives acknowledgement. If the development authority does not make a decision within the time required the application is, at the option of the applicant, deemed to be refused.

For further clarity please contact the Planning & Development department at 403-934-3321.

## DEVELOPMENT PERMIT CHECKLIST

To expedite the review of this application, all materials submitted must be clear, legible and precise. Only completed applications will be accepted. Incomplete applications will be returned.

**\*\* THIS CHECKLIST MUST ACCOMPANY THE DEVELOPMENT PERMIT APPLICATION PACKAGE.\*\***

APPLICANT	OFFICE USE	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	<b>SIGNATURES</b>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>All registered land owners</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Verification of signing authority for companies (if applicable)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>FEES (applicable fees to be paid at the time of submitting your application)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SITE PLAN</b> Site plans must be digital/computer generated. All site plans must include the following information with dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Property lines</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Front, side and rear yard setback (distance from front, side and rear of structure to property line)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Setback distance of the sign to all roads (identify and name bordering roads &amp;/or highways)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Setbacks to any existing buildings/structures</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Location of existing or proposed approach to property</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Identify any existing buildings/structures and or physical features (trees, shelterbelts, canals, etc)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Proposed or existing well sites</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Identify slopes greater than 15% and distances from structures</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Identify any wetlands, canals, rivers or water bodies</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Location of all easements and/or utility rights-of-way</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SIGN PLANS</b> A detailed signage plan including:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Dimensions of the sign (length, height &amp; width)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Content on sign</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Colors used for the sign</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Dimensions - Height from top of sign to grade</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Dimensions- Bottom of sign to grade</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li></li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>AGENCY APPROVALS</b> (parcels within 1 mile of Alberta Transportation may require approval for all signs)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Obtain Roadside Development Agreement approval from AB Transportation</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>AER ABANDONED WELL MAP – ALL APPLICATIONS REQUIRE THIS MAP</b>

## **PRIVATE & COMMERCIAL SIGNS** **LAND USE BYLAW REGULATIONS**

**SIGNS NOT REQUIRING A DEVELOPMENT PERMIT** – provided that they comply with other requirements of the Land Use Bylaw or any other applicable statute, bylaw or regulations:

- a) Construction signs provided such signs are removed within 14 days of the completion of construction. This does not include the base of the sign and is per sign face;
- b) Provincial and County street signs and other government signage related to providing the public and motorists information or directions.
- c) Banner signs which are displayed for a period of time not exceeding 30 days;
- d) Elections signs that meet the requirements of the Local Authorities Election Act;
- e) Field Crop Agricultural Services Sign(s)
- f) Signs, notices, placards, or bulletins required to be displayed in accordance with the provisions of federal, provincial, or County regulations;
- g) Signs located inside a building and not intended to be viewed from the outside;
- h) Identification signs and temporary signs;
- i) Real estate signs, provided all such signage is removed within 30 days after the sale or lease of the premises upon which the sign is located.
- j) On-premises directional and informational signage 0.37 m<sup>2</sup> (4.0 ft<sup>2</sup>) or less in area;
- k) A-board signs where the sign is removed from that location on a daily basis;
- l) Any window sign or graphic painted on, attached to or installed on a window provided that no more than 50 percent of the subject window area is covered;
- m) Any sign appearing on street furniture, such as benches or garbage containers, that are located on private property;
- n) The alteration of a sign which only includes routine maintenance, painting, or change in face, content or lettering and does not include modification to the sign structure or projection style;

### **SIGNS REQUIRING A DEVELOPMENT PERMIT:**

Except as stated above in Signs Not Requiring a Permit, no sign shall be erected on land or affixed to any exterior surface of a building or structure unless a Development Permit has been issued by the Development Authority. A separate Development Permit for signage is not required if the proposed signs are detailed in a Development Permit application for a separate proposed use on a parcel. In cases where multiple signs are proposed on a parcel at once, one Development Permit is required that encompasses all of the proposed signage.

A Development Permit shall be obtained for all signs, structures for signs and any enlargement, relocation, erection, construction or alteration of an existing sign. An application for a Development Permit to structurally alter or erect a sign that requires a Development Permit shall be made to the Development Authority and **shall include the following:**

- a) The Development Permit application signed by the registered landowner of the land or building which the sign will be located or a letter of consent from the registered land owner;
- b) A copy of rendering/illustration of the proposed sign with dimensions and total sign area, height of top and bottom of the sign above average ground level and thickness of sign;
- c) Materials, finishes, colors, size of lettering and graphics;
- d) Mounting or installation details, include height and clearance to grade;
- e) Site plan to include:
  - i) The location of all existing and proposed signs on the building façade or on the site plan of the parcel indicating the front, rear and side property setbacks;
  - ii) Identify all roads and setbacks from the road right of way;
  - iii) Location of access to parcel; and
  - iv) The location of all structures on parcel.

**HOME-BASED BUSINESS SIGNS:** Signage associated with a home-based business shall be regulated with the following requirements:

- a) Home-Based Business, Type 1:
  - i. No signage shall be permitted
- b) Home-Based Business, Type 2:
  - i. One on-site commercially produced identification sign is permitted containing either the name of the home-based business, contact information and logo (no other advertising is permitted);
  - ii. Maximum sign dimensions shall be as follows: 1.07 m (3.5 ft) in length, 0.61 m (2.0 ft) in height;
  - iii. No off-site advertisement signage associated with a home-based business is permitted.
- c) Home-Based Business, Type 3:

- i. One on-site commercially produced identification sign is permitted containing either the name of the home-based business, contact information and logo (no other advertising is permitted);
- ii. Maximum sign dimensions shall be at the discretion of the Development Authority
- iii. No off-site advertisement signage associated with a home-based business is permitted.

**GENERAL SIGN REGULATIONS.** All signs, whether or not they require a development permit, shall meet the following general provisions:

- a) Any signage to be erected, enlarged, or structurally altered and which is proposed to be located on privately owned lands shall comply with the provisions of this part whether or not a Development Permit is required;
- b) The Development Officer may refer any Development Permit application for a sign to the Development Authority for a decision;
- c) All signs must comply with applicable provincial legislation and approvals; the Development Officer shall refuse any application for signs within 300.0 m (984.25 ft) of a provincially controlled highway that does not have the written approval of Alberta Infrastructure and Transportation;
- d) All signs shall be of a quality construction and or a design suitable for public display;
- e) No sign shall be placed in a public road or laneway or sited in such a manner that the sign causes confusion with or obstructs the vision of any information sign or a traffic control sign, signal, light, or other traffic device;
- f) No sign shall be located or placed in a manner that it will create a potential hazard or conflict with rights-of-way, easements or the routing of any public utility, and will not create a traffic hazard or obstruct the public's view of any other signage;
- g) No signs shall be erected on, affixed to or otherwise located on private property without the consent of the owner;
- h) All signage should be located or mounted such that there are no safety or visibility concerns to both road and pedestrian traffic;
- i) Temporary signs relating to a specific sale, event or work shall be removed by the advertiser within 14 days after the completion of the sale, event or work to which the sign relates;
- j) No Billboard shall be erected within 300.0 m (984.25 ft) of an existing billboard;
- k) All signs shall be kept in a safe, clean and tidy condition and may be required to be renovated or removed if not properly maintained;
- l) Signs shall not be flood-lighted in such a manner as to cause visual distraction to motorists;
- m) All signs shall comply with applicable provincial legislation and approvals;
- n) All election signage must comply with the provincial guidelines for election signs;
- o) Campaign signs for County (municipal) and School Board elections are allowed on private property, to a maximum of two (2) signs per lot provided that:
  - i. Such signs are removed within 72 hours after the polls close on Election Day. Candidates must ensure that the site is returned to its previous condition (holes are filled) and any items supporting the sign such as any supporting structures and/or wiring are removed from the property; and
  - ii. The authorization of the property owner is obtained prior to the signs being placed
- p) No more than 2 freestanding signs are permitted per parcel, except if the parcel is in an industrial or commercial district.

**SIGNS THAT ARE PROHIBITED WITHIN WHEATLAND COUNTY**

- a) Signs which employ revolving, flashing or intermittent lights, or lights resembling emergency services, traffic signals, railway crossing signals, hazard warning devices or other similar lighting but does not include changeable content, sign projection styles or animation;
- b) Signs located within 300 meters of a provincial highway, and within 800 meters of a public road intersection with a provincial highway that do not have a roadside development permit from Alberta Transportation as per the Highways Development and Protection Regulation. This does not include provincial highways with a "minor two-lane" classification as determined by Alberta Transportation.
- c) Signs which emit amplified sounds or music;
- d) No animation signs or signs that fit into a different signage category and have animation effects;
- e) Signs that employ changeable content, animation or pictorial scenes at a luminosity, intensity and/or interval which may create a public hazard or nuisance. An example would be an LED sign.
- f) Any sign located within the public right-of-way or on public property, except for signs approved by the County, which may include: canopy signs, projecting signs, and temporary signs or signs approved by the Provincial or Federal Government;
- g) Signs that are attached to or appearing on any vehicle, freight trailer or trailer which is parked on a public right of way;
- h) Signs attached to non-wheeled freight containers, including signage painted or adhered directly onto a container;
- i) Any window sign or graphic painted on or graphic, attached to or installed on a window that covers or obscures more than 50 percent of the window area;
- j) Signs that incorporate moving parts;
- k) Any sign which has not obtained a Development Permit or any sign which has not been deemed exempt from the requirement of obtaining a Development Permit.





## ABANDONED WELL DECLARATION

The Municipal Government Act's Subdivision and Development Regulations requires Developers/Landowners to identify abandoned oil and gas wells, where present, to comply with setback requirements. If abandoned wells do exist, subdivision and development applications must show exactly where the wells exist, what the setback distances are (if setbacks are required) and how they have been taken into account. To assist Applicants in collecting the required information, the AER has released an "Abandoned Well Map Viewer" that provides the location, name of the licensee and status of abandoned wells across Alberta. This can be accessed at: <http://mapviewer.aer.ca/Html5/Index.html?viewer=aerabnwells>

Through use of the viewer, subdivision and development applications must contain the following:

1. A map of the search area from the viewer and a statement that there are no wells in the project area or;
2. A list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, as provided by the viewer or AER Information Services;
3. A sketch of the proposed development incorporating the necessary setback area for each well.

*If No Wells are listed on site:*

<p>I, _____ being the registered Owners(s) or Agent acting on behalf of the registered Owner(s) of _____ (Legal Description)</p> <p>Have reviewed information provided by the Alberta Energy Regulator (AER) and can advise that the information shows the absence of any abandoned wells within the site of proposed development.</p> <p>DATED: this _____ day of _____, 20____.</p>
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*If Wells are listed on site:*

<p>I, _____ being the registered Owners(s) or Agent acting on behalf of the registered Owner(s) of _____ (Legal Description)</p> <p>Do hereby confirm that I have done by due diligence as required by Alberta Municipal Affairs, Wheatland County and the AER, by obtaining required information from the "Abandoned Well Map Viewer" and/or through the AER Information Services, and hereby attach "Schedule A" containing a list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, written confirmation that I have contacted the licensee for each well and that the exact location of each well has been confirmed, a sketch of the proposed development incorporating the necessary setback area for each well.</p> <p>DATED: this _____ day of _____, 20____.</p>
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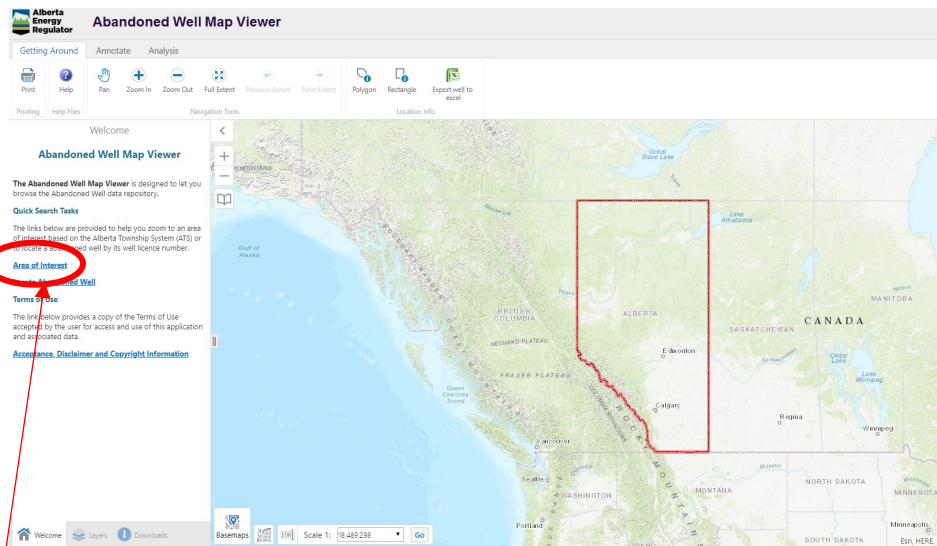
***This form shall accompany all applications for Subdivision and Development Permits.***



## ABANDONED OIL/GAS WELL - ALBERTA ENERGY REGULATOR (AER)

As a requirement for all Development Permit Applications, the applicant is required to submit a map identifying all abandoned oil/gas wells according to the Alberta Energy Regulator (AER). Please follow the steps outlined below to obtain the required map and submit it with the development application.

- 1) Access the Alberta Energy Regulators (AER) Abandoned Well Map Viewer at <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>
- 2) A 'Terms of Use' Agreement needs to be accepted by clicking 'I Accept'.
- 3) The following map will appear once the 'Terms of Use' have been accepted.



- 4) Select 'Area of Interest' located on the left side of the screen.
- 5) Enter the legal land description of the parcel requesting the development permit. (Section, Township, Range and Meridian are required). A map will generate showing the legal description and any wells in the area.
- 6) A printed copy of this map must be included with the development application. In order to print the map you must: Click the print button at the top of the page, then click the print button at the bottom of the page, and then click 'Open File'. This will generate the document that can be printed.

