

City of Wetaskiwin

Sign Permit Application Package

Application Package Includes:

1. Sign Permit Requirements
2. Fee Schedule
3. Sign Permit Application
4. Pre-Authorized Credit Card Form

Applications can be:

1. Digitally submitted to permits@wetaskiwin.ca
2. Dropped off at 4705 50th Avenue, Wetaskiwin
3. Mailed to 4705 50 Avenue, Wetaskiwin, Box 6210, T9A 2E9 addressed to Development Services

For more information, call 780.361.4400 or e-mail permits@wetaskiwin.ca

Sign Permit Requirements
1. Sign Permit Requirements
1.1. Sign Permit Application Form
2. Site Plan shall include:
2.1. North arrow
2.2. Address of the property
2.3. Location of sign(s) in relation to property lines; including front, rear, and side yard setbacks
3. Diagram/Picture of proposed sign shall include:
3.1. Rendering of proposed sign, including dimensions
3.2. Rendering of proposed location on building/site
3.3. Dimensions of the building
*Note: Portable and Billboard Sign Permits are required to submit this information for the first application. Subsequent renewal applications are not required to submit a sign diagram/picture if the sign dimensions do not change.

Fee Schedule: Sign Permit	Fees
Portable Sign (90 Day Permit)	
Sign Permit	\$50.00
Non-Profit Organizations (30 Day Permit)	
Sign Permit	\$0.00
Billboards (Annual)	
Sign Permit	\$500.00
Discretionary Sign Use	\$80.00
All Other Signs	
Sign Permit	\$0.00

Application Date:

Sign Permit File:

Roll Number:

SIGN PERMIT APPLICATION

1. Project Address:				
Project Address:		Plan:	Block:	Lot:
Zoning:		Permitted Use:	Discretionary Use:	
2. Applicant(s) Information:			3. Landowner(s) Information:	
Owner:	Contractor:	Business License:		Same as applicant:
Name:			Name:	
Address:			Address:	
City:			City:	
Province:		Postal Code:		Province:
Postal Code:		Province:		Postal Code:
Phone:			Phone:	
Email:			Email:	
Unless otherwise noted, the applicant will receive electronic notification.				
4. Applicant's Signature:				
Applicant Signature:			Date:	
5. Proposed Development Description (Check one):				
A-Board	Awning/Canopy	Banner	Billboard	
Development Directional	Electronic Freestanding Sign	Home-Based Business Identification Sign	Event Directional	
Fascia	Portable	Freestanding	Pole	
Peddler	Projectable	Reverse-T	Wall	
Other:	Variance Required: Yes No		Variance form must be submitted with the development permit if a variance is required.	
Wording on Sign:				
Sign Construction Value:		Is the sign double-sided?	Yes:	No:
Commencement Date:		Completion Date:		
6. Proposed Sign Setbacks & Dimensions (MUST BE IN METERS):				
Property Setbacks:	Front:	Rear:	Side 1:	Side 2:
Location on Building:	North	South:	East:	West:
Dimensions:	Length:	Width:	Area:	Height:

City Use Only:			
Date Received:		Date Deemed Complete:	
Fees Received:		Receipt Number	
Received By:		Entered into Munisight:	
		Variance Required:	Yes: No:
Notes:			

CREDIT CARD AUTHORIZATION FORM

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Fee Amount: _____ Invoice/Account Number: _____

Memo: _____

I authorize the City of Wetaskiwin to charge the credit card indicated on this Credit Card Authorization form. This Credit Card Authorization is for service listed in the Memo, for the Fee Amount indicated above, and is valid for one time use only.

The City of Wetaskiwin will not keep Credit Card Authorization forms on file. Credit Card Authorization forms are stored for secure shredding once payment has been processed.

I, _____, certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the Fee Amount indicated in this form.

Cardholder Signature: _____ Date: _____

VISA: MasterCard:

Credit Card Number: _____ Expiry: _____

Name on Card: _____ CVV: _____