



TOWN OF REDCLIFF

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Requirement List for a Sign

The following is a checklist of information and supporting materials that are required in order to properly review the subject application.

1. Completed Development Permit Application form
 - Excerpts from Land Use Bylaw
2. Site plan showing:
 - proposed location and elevation
 - proposed dimensions of the sign
 - information to be displayed and method of illuminating
 - adjacent streets, public pathways, utility right-of-ways and easements, if any
 - set-backs to property lines (front, rear and both sides)**
 - outline of any existing building
 - north arrow
3. Letter of Permission from Property Owner (if applicable):
4. Provide utility locates on or over an easement:
 - Medicine Hat gas and electric utility
 - Town of Redcliff water and sewer
 - Telus
 - Shaw Cable
5. Fees:
 - Development Permit fees (as per current fee schedule)
6. Note: Large Free-Standing Signs may require design & verification by a Structural Engineer.

Please note:

- The clarity, legibility, precision and neatness of the plans submitted help us to process your application efficiently. Any incomplete plans, material or unprofessional drafting standards will not be accepted.
 - In addition to the above, a Development Officer may require additional material to properly evaluate the subject application.
 - Any changes to plans after submission will result in re-examination/resubmission of plans.
 - If you have any questions or require assistance, please contact the Town of Redcliff Planning and Development Department.
 - It is the responsibility of the Applicant to ensure that the work being carried out does not contravene the requirement of restrictive covenants, easements, caveats or any other restriction that may be registered against the property.
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