



DEVELOPMENT SERVICES
200, 5604-50 Street, Ponoka, AB T4J 1G5
Phone: 403-783-4431 Email: permits@ponoka.ca

Office Use Only

Submission Date: _____

Roll: _____

File: _____

**Application for
Downtown Façade Improvement Program**

(Please print and complete ENTIRE form)

PROJECT/SITE INFORMATION

Complete Civic Address: _____

Legal Land Description: _____ Zoning: _____

Project Start Date: _____ Project Completion Date: _____

APPLICANT INFORMATION

Name: _____ Phone: _____

Mailing Address: _____

Email: _____

PROPERTY OWNER

Name: _____ Phone: _____

Mailing Address: _____

Email: _____

REQUIREMENT CHECK LIST

☐ Detailed Project Description

☐ Detailed Project Budget

☐ Before Photos of the Building

☐ Description of materials

☐ Contractor quote

☐ After Drawing/Illustration

Signature of this document indicates your acknowledgment of the above requirements.

Signature of Applicant

Signature of Property Owner

Applicant/Property Owner:

- I am aware that this application will be reviewed by Development Services, and may be delayed or refused if the application and/or information provided is incomplete.
- I understand that additional information may be required after the application has been submitted.
- I understand that this application may be refused if the proposed development does not conform to the *Land Use Bylaw* and/or amendments.

The Town of Ponoka collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The Town of Ponoka is authorized to collect this personal information under section 4 of the Protection of Privacy Act and by section 617 of the Municipal Government Act. Please contact Development Services at the Town offices at 200, 5604-50 Street, Ponoka, Alberta, or phone 403-783-4431 if you have any questions about this collection of information.