

## SIGN PERMIT APPLICATION

(in conjunction with the Town of Beaverlodge Development Permit)

LOCATION OF SIGN	MUNICIPAL ADDRESS: _____  LEGAL DESCRIPTION      LOT: _____ BLOCK: _____ PLAN: _____
OWNER OF PROPERTY	NAME: _____ MAILING ADDRESS: _____  PHONE: _____ FAX: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>PRIMARY</span> <span>SECONDARY</span> </div>
APPLICANT (IF DIFFERENT)	NAME: _____ MAILING ADDRESS: _____  PHONE: _____ FAX: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>PRIMARY</span> <span>SECONDARY</span> </div> <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant
TYPE OF SIGN	<input type="checkbox"/> Freestanding/Pylon Sign <input type="checkbox"/> Fascia/Wall Sign <input type="checkbox"/> Billboard Sign  <input type="checkbox"/> Illuminated <input type="checkbox"/> Rotating <input type="checkbox"/> With Flashing Lights  <input type="checkbox"/> With Electronic Changeable Copy <input type="checkbox"/> With Manual Changeable Copy <input type="checkbox"/> Electronic Message Display  <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Portable  <input type="checkbox"/> Other _____
DIMENSIONS	Horizontal: _____ Vertical: _____ Depth: _____  Height from ground to highest point of sign: _____
WORDING	
<b>Submission Requirements for ALL Signs</b>	
<input type="checkbox"/> Sign permit application form <input type="checkbox"/> Sign permit \$100.00 <input type="checkbox"/> One copy of a site plan <input type="checkbox"/> One copy of working drawings <input type="checkbox"/> Letter from the land owner giving permission to erect the sign	

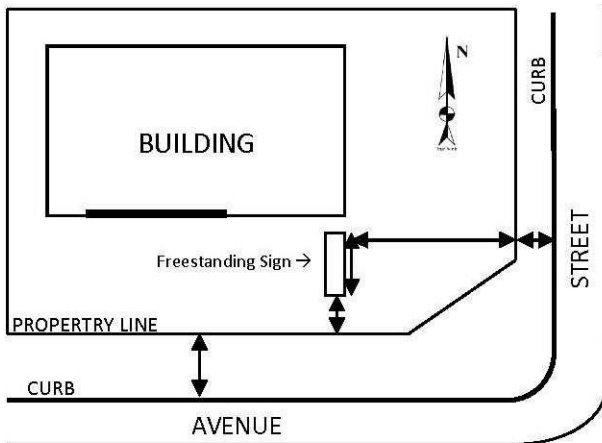
**SIGN** means any structure, device, light or fixture, or any part thereof, used to identify, advertise or attract attention to any person, object, product, event, place, organization, institution, development, business, group, profession, enterprise or industry and is intended to be seen from on or off the site where the sign is located.

## LAND USE BYLAW 860

### 9.12 SIGN CONTROL

9.12.1 No sign of advertising, directional or information nature shall be erected on land or affixed to any exterior surface of any building or structure unless a Development Permit for this purpose has been approved by the Development Officer.

#### SAMPLE SITE PLAN



#### Site Plan

- Property line to curb
- Property line to sign (N and S)
- Property line to sign (E and W)
- Dimensions of sign (length, width, depth)
- Height of sign from ground to top

### 9.12.2 Signage Regulations in Residential Districts

- (a) No sign shall be permitted in a Residential District other than to identify a type of residential complex, or other non-commercial use as determined by the Development Authority.
- (b) All signs shall be set back a minimum of 1 m (3.3 ft) from any property line but not encroaching on a sight triangle.
- (c) Maximum Standards
  - (i) Area of Sign: 2 m<sup>2</sup> (22 ft<sup>2</sup>)
  - (ii) Height: 3.5 m (11.5 ft) from finished grade.

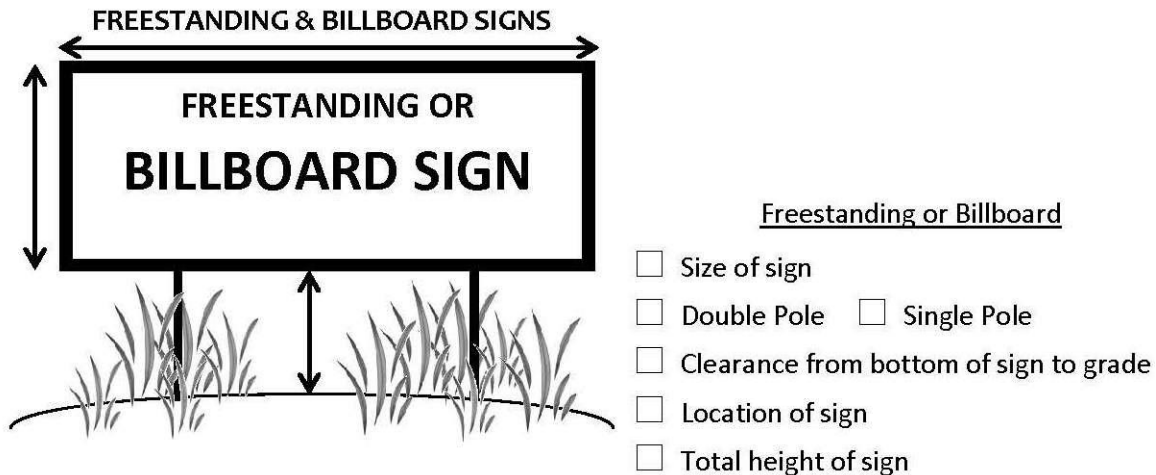
### 9.12.3 Wall Mounted Signs

- (a) Wall mounted signs include those which have copy displayed parallel to, perpendicular to or any other angle to the wall to which it is attached and includes a wall mounted sign, a projecting sign or a mansard roof sign as illustrated above.

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- (b) A mansard roof sign may be attached to the face of a mansard roof in lieu of a wall mounted sign provided that the sign not project beyond the roof peak or sides.
- (c) There shall be a minimum clearance height of 2.5 m (8 ft) above finished grade to the bottom of any sign projecting over a public right-of-way or sidewalk.
- (d) No sign shall project more than 1 m (3.3 ft) from the face of any building to which it is affixed, unless in the opinion of the Development Officer it is has been designed as an integral part of the building.

9. 12.4 **Free Standing Signs**



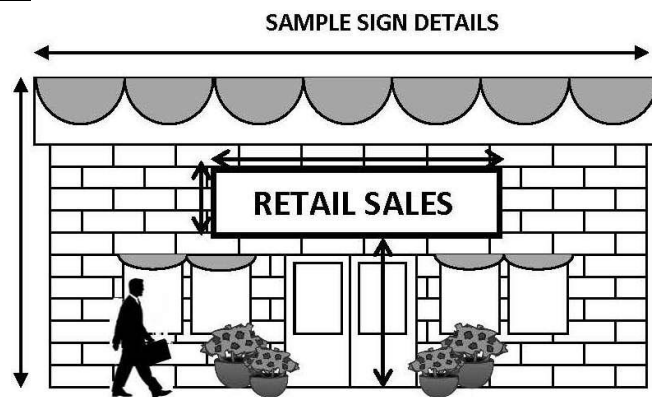
- (a) No free standing sign shall be located on or project over a public right-of-way.
- (b) Free standing signs shall conform to the setback requirements for principal buildings in the District in which the sign is located. For the purpose of this section, setback distances shall be measured from the outermost edge of the sign and/or support structure, whichever is closest to the lot line. These setback requirements may be reduced provided that the owner enter into an agreement with the Town consenting to removal or relocation at the owner's expense if required to accommodate future improvements to the adjacent roadway. Such agreement shall be registered by caveat against the Certificate of Title of the subject land.
- (b) Free standing signs shall have a maximum height of 9 m (30 ft) above finished grade at the sign location.
- (c) The maximum area of free standing signage shall be 0.5 m<sup>2</sup> (5.4 ft<sup>2</sup>) per metre (3.3 ft) of lot frontage up to a maximum of 10 m<sup>2</sup> (108 ft<sup>2</sup>).
- (d) Portable signs shall be evaluated by the Development Authority according to the following criteria:
  - they shall not cause a distraction to vehicular traffic by means of flashing lights;
  - they shall be compatible with adjacent land uses according to their location on the site; and
  - they may be approved by the Development Authority for up to 30 days after which the sign shall be removed for not less than 30 days. After the expiry of the 30 day period, another application may be made for a portable sign on the site.

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### 9.12.5 **Billboard Signs**

- (a) No billboard sign shall be located on or project over a public right-of-way.
- (b) Free standing signs shall conform to the setback requirements for principal buildings in the District in which the sign is located. For the purpose of this section, setback distances shall be measured from the outermost edge of the sign and/or support structure, whichever is closest to the lot line. These setback requirements may be reduced provided that the owner enter into an agreement with the Town consenting to removal or relocation at the owner's expense if required to accommodate future improvements to the adjacent roadway. Such agreement shall be registered by caveat against the Certificate of Title of the subject land.
- (c) The advertising face of any billboard sign located adjacent to Highway 43 in a Commercial or Industrial District shall not exceed 3 m<sup>2</sup> (32 ft<sup>2</sup>) in area.
- (d) The advertising face of any billboard sign located adjacent to Highway 43 in the Urban Reserve District shall not exceed 18.5 m<sup>2</sup> (200 ft<sup>2</sup>) in area.
- (e) Billboard signs shall be spaced a minimum of 100 m (328 ft) apart.

### 9.12.6 **Awning and Canopy Signs**



Sign Details

<u>Building</u>	<u>Sign</u>
<input type="checkbox"/> Height	<input type="checkbox"/> Height
<input type="checkbox"/> Width	<input type="checkbox"/> Width
	<input type="checkbox"/> Depth

- (a) An awning or canopy sign may be allowed on second and third floor awnings in order to advertise those businesses operating at those locations.
- (b) There shall be a minimum clearance of 2.5 m (8 ft) above finished grade at the sign location.
- (c) No sign shall project more than 1 m (3.3 ft) from the face of any building to which it is affixed, unless in the opinion of the Development Officer it is has been designed as an integral part of the building.
- (d) No sign suspended under a canopy shall extend beyond the horizontal limits of the canopy. Signs suspended under a canopy shall have a clearance of at least 2.5 m (8 ft).

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I hereby declare  I am/ I represent the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions / terms of the Land Use Bylaw. I / We will notify the Development Authority of any proposed changes to the plans submitted with this application.

**NOTE:** This information is being collected under the authority of the Town of Beaverlodge Land Use Bylaw and will be used to process the application. This information may be used to provide statistical data. The information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact the Town of Beaverlodge F.O.I.P Coordinator at 780-354-2201.

\_\_\_\_\_  
Signature of Registered Owner /Agent

\_\_\_\_\_  
Date of Application

**IMPORTANT NOTICE:** THIS APPLICATION DOES NOT PERMIT YOU TO COMMENCE CONSTRUCTION UNTIL SUCH TIME A NOTICE OF DECISION HAS BEEN ISSUED BY THE DEVELOPMENT AUTHORITY.

TOWN OFFICE USE ONLY	
BASE FEE PAID: _____	\$ _____
VARIANCE FEE: _____	\$ _____
RECEIPT #: _____	
DATE: _____	ZONE: _____
APPLICATION # _____	

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