

NOTICE OF APPLICATION SIGN GUIDELINES

Notice of application signs are signs that let the public know about a possible development or change in how a property is used. These signs are placed on the property where a development application has been submitted. Applicants are responsible for purchasing, installing, maintaining, and removing notice of application signs. The following types of applications require a notice of application sign:

- Official Community Plan Bylaw Amendment
- Zoning Bylaw Amendment
- Heritage Alteration Permit
- Temporary Use Permit

Applicants are typically required to post a minimum of one notice of application sign. For large parcels with over 200m of street frontage, one Notice of Application Sign shall be required for each 200m of street frontage, to a maximum of three signs.

Preparation

	Responsibilities	Timing
Applicant	Submit a mock-up of the sign to Village staff for review and approval	Submit with complete application and prior to final printing
	Print and install the sign	Within 10 days of staff approval of mock-up
	Provide proof to Village staff that the sign has been posted in the form of time stamped photos	Within 10 days of staff approval of mock-up
Village Staff	Provide applicants with a Notice of Application Sign template	Following the pre-application meeting
	Provide written instruction indicating when and where the Notice of Application Sign needs to be posted	Following the pre-application meeting
	Review the sign mock-up provided by the applicant and provide written comment via email to the applicant	



IMPORTANT

Any delays in printing and installation of the signs shall be communicated by the applicant to Village Staff as soon as possible. For concurrent applications, one sign indicating the nature of the proposal may be permitted.

Sizing

Typical dimensions for Notice of Application Signs are 4 x 8 feet and 4 x 6 feet.

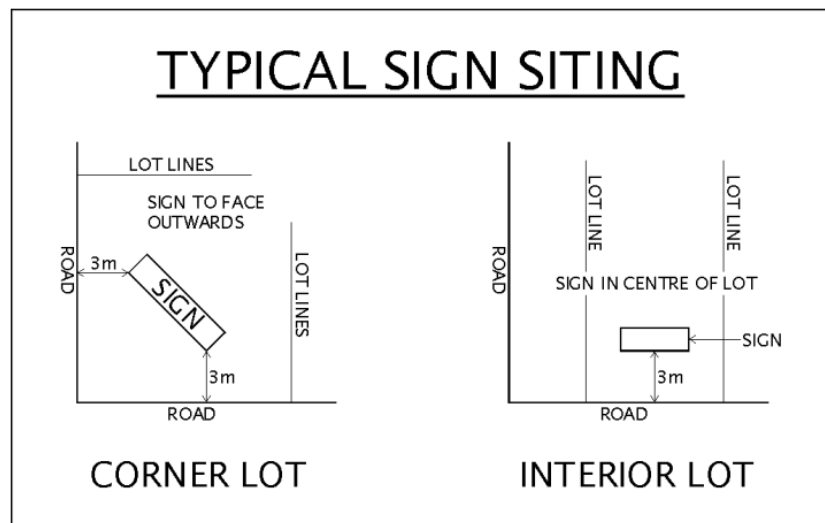
Installation and Siting

Notice of Application Signs shall:

- Be placed on the property as per the drawing to the right where there is no fence or vegetation that could obstruct the sign.

Alternatively, be placed on a fence that runs along the front property line or on a store window that is at or close to the front property line.

- Face the street and be clearly visible.
- Be located so as not to interfere with pedestrian or vehicular traffic, or obstruct visibility from streets, lanes, walkways or driveways so as to create a hazard.
- Be installed in a sound manner and must be capable of withstanding wind and weather.



Maintenance and Amendments

The applicant is responsible for making sure that the Notice of Application Sign stays intact and visible according to the specified sign placement requirements outlined in this guide until it can be removed.

If there are any changes to the application, the applicant must install a new sign that shows those changes. Before printing the new sign, the applicant must provide a mock-up of the sign to the Village Staff for their review and approval.



Removal

Signs must be removed by the applicant within seven days of the following outcomes:

- The end of a public hearing or adoption of the amending bylaw if a public hearing is not required;
- The final consideration of an application Council; or
- The abandonment of the application.



Development Proposal Signage Template

DEVELOPMENT PROPOSAL

The Village has received an application for a
Official Community Plan & Zoning Bylaw Amendment

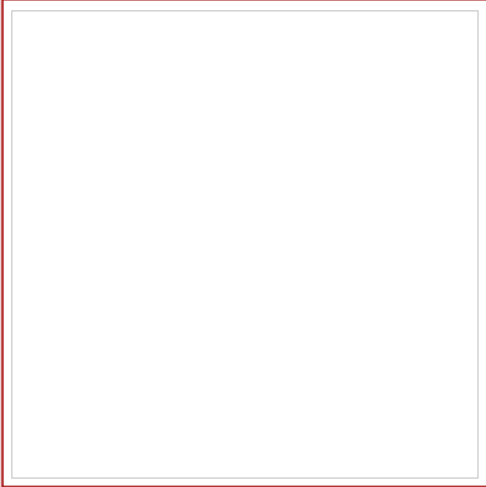
Project Description:


File No: Request from Village Staff

Address:

MAP / RENDERING

Images represent the applicant's proposal and may change



 THE VILLAGE OF
CUMBERLAND

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V0R 1S0

Applicants are required to use the template above for creating Notice of Application Signs. The sign should contain all the necessary details about the development, and it should be accompanied by a concept plan, elevation drawing or rendering showing the proposed development. If a site map is used, the map must clearly indicate the project's location, nearby roads and properties, address, and a north arrow.

