

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
- Non-delegated heritage alteration permit
- Temporary use permit
- Comprehensive development plan

Preparation

	Responsibilities	Timing
Applicant	Print and install the sign	Within 10 days of staff providing the sign template.
	Provide proof to Village staff that the sign has been posted in the form of time stamped photos	
Village Staff	Provide applicants with a Notice of Application Sign proof in a digital format for the applicant to review and print	Following the pre-application meeting
	Provide written instruction indicating size and when and where the Notice of Application Sign needs to be posted	

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

All Notice of Application Signs shall:

- Be placed on the property as close to the front parcel line as possible;
- Be free-standing and face the street or be located on the ground floor of the building (if the building is on the parcel line);
- Be entirely visible and legible from the street with no obstructions;
- 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; and
- Be installed in a sound manner and must be capable of withstanding wind and weather.

Quantity

A minimum of one sign is required.

For parcels with over 200m of street frontage, one sign per 200m is required with a maximum of three signs. Staff may provide a map of where signs are to be located.

Maintenance and Amendments

The applicant is responsible for ensuring that the Notice of Application Sign remains intact and visible according to the siting requirements until removal is permitted.

If the application changes significantly, the applicant will be required to install new sign(s) reflecting the change in application. Staff will prepare and provide the sign proof for the applicant to review and print.

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 by Council; or
- The abandonment of the application.



Failure to Post, Maintain or Remove

If the applicant does not post or maintain the required Notice of Application Sign(s) as outlined in this guide, the Village may delay any scheduled Public Information Meeting or Council meeting. Any costs related to the delay will be the responsibility of the applicant.

If the sign is removed, damaged, or altered due to vandalism or natural causes, the application will still be considered valid if the applicant made reasonable efforts to keep the sign posted and in good condition.

If the applicant does not remove the sign within the required timeframe, the Village may remove it and charge the applicant for the cost. The Village is not responsible for any damage or loss to the sign.

Notice of Application Sign Template

DEVELOPMENT PROPOSAL

The Village has received an application for a

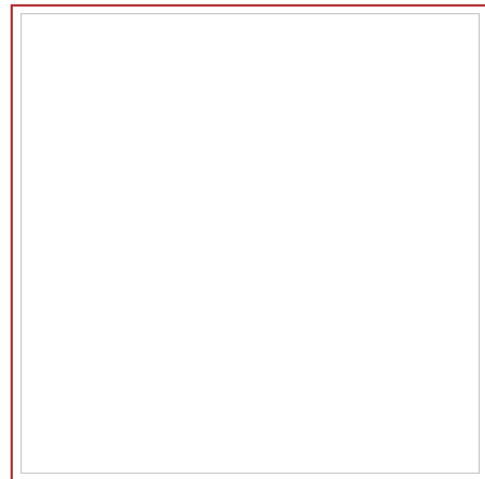
Project Description:

File No: Request from Village staff

Address:

Images represent the applicant's proposal and may change

MAP / RENDERING



THE VILLAGE OF
CUMBERLAND

VILLAGE CONTACT:

(250) 336-2291
planning@cumberland.ca
cumberland.ca

2673 Dunsmuir Ave
Box 340, Cumberland, BC
V0R 1S0

Staff will provide a copy of this template with the particulars of your project. The sign must contain all the necessary details about the development, and must be accompanied by a map or rendering showing the proposed development. If showing a site map, it must clearly indicate the project's location, nearby roads and properties, address, and a north arrow.

