



**CITY OF
CHESTERMERE
APPLICATION
REQUIREMENTS FOR A
TEMPORARY SIGN
PERMIT**

**PORTABLE SIGNS BEING A
SIGN, EXCLUDING AN A-BOARD,
THAT CAN BE CARRIED OR
TRANSPORTED FROM ONE SITE
TO ANOTHER.**

An application for a Sign Permit shall be made by submitting to the Development Authority the prescribed form, signed by the owner or an authorized agent, and accompanied by a colored replica of the proposed sign, drawn to scale showing:

- a) all dimensions of the sign structure, including the height and projection of the signs attached to buildings;
- b) ---
- c) the area of the sign and the copy face(s);
- d) the design of the copy face;
- e) the manner of all sign illumination and/or animation;
- f) the type of construction and finish to be utilized;
- g) the method of supporting or attaching the sign;
- h) in the case of a freestanding sign, a site plan showing the sign location in relationship to lot lines, parking and buildings and an elevation plan showing the height of the sign in relationship to the height of the principal building taking into account the gradient of the site; and

- i) any other information that may be required by the Development Authority.

The Development Authority may require additional copies of the application or of the sign replica.

If the sign is to be located other than on the applicant's property a statement of permission from the property owner is required to be provided.

GENERAL REGULATIONS FOR SIGNS

In considering a development application for any sign, the Development Officer shall have due regard to the amenities of the district in which the sign is to be located and the design of the proposed sign and ensure that the sign does not conflict with the general character of the surrounding streetscape or the architecture.

All signs shall comply with any design guidelines established or approved by the Town for the district in which the sign is located.

No sign shall be erected so as to obstruct free and clear vision of vehicular traffic, or be located, or display a light intensity or colour where it may interfere or be confused with any authorized traffic sign, signal or device and in doing so, create a traffic hazard.

Unless otherwise approved by the Development Authority, signs which overhang or encroach any abutting municipal, provincial or federal property are prohibited.

Freestanding signs in any district shall not project within 0.6 m (1.97 ft.) of a lot line.

Portable signs are not permitted in residential districts.

Illumination provisions.

Signs may be illuminated but not flashing.

No illuminated window signs are permitted facing onto Highway 1A.

No person shall place a Dynamic Sign, flashing signs, revolving beacons, scrolling messages, stationary lights at locations which may, in the opinion of the Development Authority, obscure or cause confusion with traffic lights and traffic signs or in any way endanger progress of traffic through the streets or lanes of the Town.

No permit shall be issued for and no person shall erect, install or maintain an electric sign, unless it conforms with the Alberta Safety Codes Act and regulations thereto.

No person shall erect, construct or maintain a sign or display structure so as to create a hazard for pedestrian or vehicular traffic.

Electrical signs shall be erected, installed, and maintained so that they conform to all Provincial regulations.

The owner of a sign shall be responsible for maintaining the sign in a proper state of repair and shall:

- (a) keep it properly painted at all times;
- (b) ensure that all structural members and guide wires are properly attached to the sign and the building; and
- (c) wash or otherwise clean all sign surfaces as it becomes necessary

When a sign cannot be clearly categorized as any one of the sign types defined in the *Land Use Bylaw*, the Development Authority shall determine the sign type and applicable controls.

SIGN TYPE BY REGULATION

Portable Signs

- a) Portable signs shall not be permitted within 15.0 m of a site which contains residential development;
- b) Portable signs shall not project within 0.6 m of a lot line;
- c) Portable signs must be wholly located on the property of the landowner who has been granted a permit;
- d) Portable signs shall not be placed on private internal sidewalks, parking areas, and where there is an existing affixed portable sign;
- e) Portable signs shall not exceed 6.75 m² in sign area and shall not exceed 1.5 m in height.
- f) No portable sign shall be illuminated or employ any flashing or sequential lights or any mechanical or electronic device to produce or stimulate motion;
- g) A second portable sign may be permitted on a lot with a minimum of ten (10) commercial businesses, 40.0 m from another portable sign and is at the discretion of the Development Authority;
- h) A development permit for a portable sign is valid for a maximum of ninety (90) days, and only permitted twice per calendar year per lot;
- i) No portable sign shall be erected directly adjacent to a business location where an A-board sign is displayed; and

Portable and portable, affixed signs do not require a development permit for a change of copy

WARNING!

Call before you dig!
1-800-242-3447
www.alberta1call.com

WARNING!

It is the responsibility of the applicant to ensure that the work being carried out does not contravene the requirements of restrictive covenants, caveats, or any other restrictions that are registered against the property.

The City of Chestermere
Planning & Growth Department
105 Marina Road
Chestermere, AB T1X 1V7
Telephone: 403 207-7075
Fax: 403-207-2817



CITY OF CHESTERMERE
SIGN PERMIT APPLICATION & CHECKLIST
FOR TEMPORARY SIGNAGE
 COMMUNITY GROWTH & INFRASTRUCTURE
 105 MARINA ROAD, CHESTERMERE AB, T1X 1V7

RECEIVED DATE
STAMP

All of the following information must be clear, legible, and precise to facilitate thorough evaluation and timely decision on your application. To achieve this level of customer service, staff are instructed to accept only complete applications. The fee must accompany this application. Thank you for your cooperation.

SIGN ADDRESS: _____ **PERMIT NO.:** _____

I/We hereby make application for a Development Permit for a Sign under the provisions of the City of Chestermere *Land Use Bylaw 022-10, as amended*, and in accordance with the supporting information submitted and attached which form part of this application.

APPLICANT NAME		COMPANY/BUSINESS NAME
BUSINESS ADDRESS		PHONE NUMBERS
CITY/TOWN	POSTAL CODE	APPLICANT EMAIL ADDRESS
		<small>WORK</small> <small>HOME/CELL</small>

LANDOWNER NAME (of sign location)		COMPANY/BUSINESS NAME
LANDOWNER ADDRESS		LANDOWNER CONTACT NUMBERS
CITY/TOWN	POSTAL CODE	LANDOWNER EMAIL ADDRESS
		<small>WORK</small> <small>FAX</small>

Please ensure that you have included all the following information, where applicable (tick or mark N/A):

MESSAGE TO BE DISPLAYED ON SIGN		SIGN HEIGHT (IN METRIC)
BUSINESS TO BE ADVERTISED	ZONING DISTRICT	SIGN LENGTH (IN METRIC)
LEGAL LAND DESCRIPTION	NUMBER OF SIGNS	AREA OF SIGN (IN METRIC)
<small>LOT</small> <small>BLOCK</small> <small>PLAN</small>		
LENGTH OF TIME REQUESTED	START DATE	END DATE
<small>DAYS</small> <small>WEEKS</small>		

PORTABLE SIGN
 BANNER SIGN
 WINDOW SIGN
 OTHER _____

REQUIRED APPLICATION INFORMATION

	APPLICANT ONLY	OFFICE ONLY
Sign Permit Application Form (completed/signed)		
Building Permit Application Form (select signs only)		
Fees Calculated & Paid (Receipt received) <ul style="list-style-type: none"> • \$150 + \$75 advertising fee, if applicable 		
Letter of Permission from Landowner (if DP form not signed)		
Three (3) 11" x 17" copies of the SITE PLAN showing the proposed sign location as well as setbacks from lot line(s) and any adjacent buildings		
Three (3) coloured copies of the proposed sign from all applicable views showing all dimensions for sign, letter, and/or graphics		
Three (3) coloured copies of how the sign is to be mounted on the building façade, if applicable		

APPLICANT ONLY OFFICE ONLY

NOTE: No portable sign may be illuminated nor employ flashing lights nor any mechanism to produce motion. Portable signs are only permitted in commercial, industrial, public service, and institutional districts and are only permitted up to ninety (90) days twice per calendar year per lot. For further information please see Part 9 Signs of *Land Use Bylaw 022-10, as amended* or contact Community Growth & Infrastructure at 403-207-7075.

ADDITIONAL INFORMATION:

DATE SIGNED

SIGNATURE OF APPLICANT

DATE REVIEWED

SIGNATURE OF DEVELOPMENT OFFICER

FOIP Notification: The personal information you provide on this form is being collected under the authority of Section 640(2) of the *Municipal Government Act* and Section 32(b) and 32(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have any questions about the collection of this information please contact the FOIP coordinator, 105 Marina Road, Chestermere, AB T1X 1V7 (403) 207-7075.