



# City of Leduc Policy

**Policy Title:**  
**SIGNS ON ROAD RIGHT-OF-WAY**

**Policy No:** 61.00:29

**Revision No:** Original

**Supersedes:** N/A

<b>Authority:</b> City Council	<b>Approval Date:</b> March 22, 2021
<b>Responsible Division:</b> Planning	<b>Effective Date:</b> March 22, 2021
<b>Relevant Legislation: Terms &amp; Conditions will be set out in a Sign Authorization</b>	
<b>Relevant Bylaw and Date(s):</b> N/A	
<b>Relevant Council Resolution:</b> N/A	
<b>Authority's Signature:</b>	

*R. G. J.*

## Policy Objectives:

To regulate the use of municipal road rights-of-way for the placement of developer directional signs and temporary portable signs for community events or activities. The policy outlines the general criteria for sign users wishing to obtain authorization for such signs.

The intent of the policy is to offer instruction, navigation, safety, aesthetics and enforcement.

## Definitions:

Agreement means an agreement entered between the City and the Developer to outline the obligations of both parties in specifying the terms and conditions that will govern Signs within the Road Right-of-Way.

Applicant means a person or an entity wishing to obtain Authorization for a Sign within the Road Right-of-Way, and may be a party to an Agreement with the City.

Application means the form that is available from the City, for the purpose of receiving Authorization, and may be updated from time to time.

Authorization means the mechanism of authorization for the placement of a Sign within the Road Road-of-Way.

City means the City of Leduc, a body corporate ("the City") represented by the current elected Council and staff authorized to implement this policy.

City Staff means the City of Leduc's Chief Administrative Officer, or their designate.

Community Event means a public event, campaign or an activity held by the City, or in the city by non-profit groups for general public interest. Advertisements may be for arts and culture, City-wide events, health and safety notices, minor sports and social education and awareness, or similar.

Copy means the letters, graphics or characters that make up the message on the Sign face.

Developer means an owner, agent or any person, firm or company, that are party to an Agreement with the City.

New Community in Development means a new residential neighbourhood that is under construction.

New Industrial Land Development means a new industrial subdivision that is under construction.

New Multi-Unit Development means a new development that is under construction with three or more dwellings, commercial or industrial uses developed on a site with common property, such as, but not limited to, communal parking areas, driveways, private roadways, amenity areas or maintenance areas that are shared.

Panel means each individual placard or blade attached to a Sign's framework.

Road Right-of-Way means the space owned by the City of Leduc that includes the entire width of the road cross-section with the infrastructure and landscaping elements contained within, and can be classified as a local, a collector, or an arterial road as per the City of Leduc Transportation Master Plan, as amended.

Sign means an object or device including its structure and other component parts, intended for the purpose of advertising or calling attention to a New Community in Development, New Industrial Land Development, New Multi-Unit Development or Community Event. The Sign types allowed on Road Rights-of-Way shall include the following:

- a. A-board Sign means a type of Temporary Portable Sign commonly described as a "sandwich board".
- b. Directional Sign means a Sign erected by the Developer that is intended to guide or direct users of the Road Right-of-Way to a New Community in Development, New Industrial Land Development or New Multi-Unit Development.
- c. Election Sign means any Sign used to promote a candidate or party during a municipal, school board, provincial or federal election or by-election.
- d. Street Light Banner Sign means a Sign that is constructed of non-rigid material on which a message is displayed and installed on a street light pole.
- e. Temporary Portable Sign means a Sign that can be easily relocated or removed from a site and used for advertising of a limited duration. Sign shall not be attached to a permanent foundation or fastened to the ground to a depth greater than 0.3 m (1 ft.).
- f. Traffic Control Devices mean any Sign related to the movement of people and traffic within the Road Right-of-Way. These Signs are erected by the City in order to ensure safety, and to provide instruction and information to various users. These include electronic LED portable Signs, construction, street lights, stops, yields, speed limits, rail crossing, school zones, or similar as needed by the local context. These Signs are regulated by the Traffic Bylaw.

Traffic Bylaw means Bylaw No. 878-2014, as amended, used to regulate the use of highways under the direction, control and management of the City and the parking of vehicles on private property.

## **1.0 General Provisions:**

- a. **Signs not indicated in this Policy shall not be allowed on the Road Rights-of-Way.**
- b. Existing Directional or Temporary Portable Signs with an approved development permit, issued prior to the adoption of this Policy, shall remain until the permit has expired. New Directional or Temporary Portable Sign requests shall be evaluated under this Policy.
- c. Signs shall not create a hazard, obstruct or interfere with road maintenance; impede the conveyance and drainage of stormwater; or affect access to utilities or sidewalks. Priority shall be given to road safety and maintenance, and the orderly movement of pedestrians, cyclists or motorists with sightlines maintained at all intersections and access locations.
- d. No Signs shall block the view of any Traffic Control Devices.
- e. Signs shall be safely and securely anchored to the site with proper support by means of sandbags, anchors, braces etc. to withstand strong winds. Alberta One-Call shall be contacted prior to anchoring any posts on site.
- f. Damages to City property, including fences, resulting from the Sign installation shall be the responsibility of the Applicant.
- g. Damages to a Sign on the Road Right-of-Way for any reason, including its removal by the City, shall not be the responsibility of the City.
- h. Removal by the City, of an unauthorized Sign on the Road Right-of-Way or those placed in contravention of the provisions of this Policy may be done without any notice or warning to the Applicant thereof.
- i. Removal by the City, of a Sign left in disrepair may be done without any notice or warning to the owner thereof.
- j. Removal or relocation by the City, of a Sign impacting public safety may be done without any notice or warning to the Applicant thereof.
- k. Removal or relocation by the City, of a Sign that impedes City maintenance or construction operations such as snow removal, mowing, utility locates, inspection, may be done without any notice or warning to the Applicant thereof.
- l. Any costs associated with the reinstallation of a Sign removed or relocated by the City, shall not be the responsibility of the City.
- m. A Sign not claimed within 30 days of its removal becomes the property of the City. The City may dispose of the property as provided in Section 610 of the Municipal Government Act.

- n. The Applicant is responsible to follow all requirements of this Policy and those associated with the Authorization received. Unless otherwise noted, the Applicant assumes all risk involved in the construction, set-up, and removal of the Sign. Any breach of the requirements may result in the City removing the Sign, withdrawing an issued Authorization, and refusing to issue any further Authorization to the Applicant.

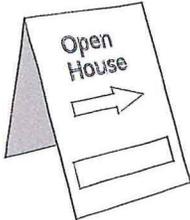
**2.0 Process:**

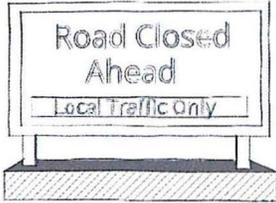
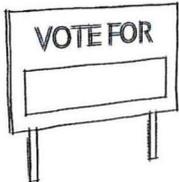
- a. The Applicant shall submit a completed Application with the contact information, proposed Sign location, dimensions, method of support, application fee, and any additional information required for processing by City Staff.
- b. The Application shall be submitted through the City’s website.
- c. City Staff maintains discretion in approving, refusing, and administering any Sign issued under the Policy.
- d. If an Authorization is issued, the Applicant shall adhere to all of the terms and conditions set out in the Authorization. These terms and conditions are subject to change, and will be granted and administered at the discretion of City Staff.
- e. Non-compliance with the Policy or the terms and conditions of the Authorizations may result in the revocation or refusal of the Authorization at the discretion of City Staff.

**3.0 Policy:**

- a. Exemptions:

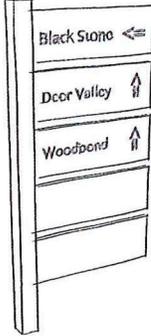
Authorization is not required for the following Signs provided they meet the following:

<p>i. A-board Sign – Residential</p> 	<p>House for sale, just listed, show home and home builder identification Signs, are permitted starting from Friday at 4:00 p.m. and shall be removed by Sunday at 11:59 p.m. of each week.</p> <p>Open house Signs shall be set up and removed on the same day as the scheduled open house.</p> <p>General design criteria include:</p> <ul style="list-style-type: none"> <li>a. maximum width of 0.9 m;</li> <li>b. maximum height of 1.2 m; and</li> <li>c. such Signs shall not be digital.</li> </ul> <p>Signs shall have a minimum offset from the following:</p> <ul style="list-style-type: none"> <li>a. 1.0 m from the curb;</li> <li>b. 3.0 m from any Traffic Control Devices;</li> <li>c. 5.0 m from any access point and intersection;</li> </ul>
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	d. 10.0 m from any other A-board Sign, Temporary Portable Sign and Directional Sign.
ii. City Sign 	Signs used by the City for operational, public safety, display, advertising, wayfinding or ornamental purposes including, but not limited to, Traffic Control Devices that are static, electronic or solar-powered and installed by the City or its authorized contractor.
iii. Community Event Sign less than 0.3 m <sup>2</sup>	A sign commonly known as a lawn sign with a typical Copy size of 0.6 m wide x 0.46 m tall (24"x18"), used to advertise a special Community Event (e.g., annual event, trade show, festival etc.). Sign shall be removed within two (2) working days after the event date.
iv. Construction Signs 	Construction signs associated with a development permit, development agreement or construction project approved by the City, provided it is removed within seven (7) days of the completion of construction.
v. Directional Sign (Residential) – Local	Subject to the requirements under 3.0 Policy (d).
vi. Election Sign 	Criteria for placement will be of the intent of the Land Use Bylaw 809-2013, as amended.

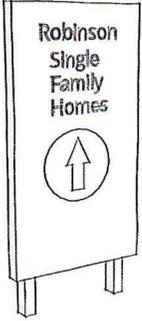
b. Directional Sign (Residential) – Arterial Wayfinding

i. Purpose	To provide wayfinding along key intersections along arterial and collector roads leading to New Communities in Development. Multiple developers are able to share a sign with a standard City of Leduc design to facilitate a wayfinding strategy.
ii. Ownership	The City shall have sole ownership of the Sign and Panel.
iii. Fees/Costs	Application fee as required by the City. The Developer(s) shall be responsible for all costs associated with Sign.
iv. Approvals from the City	A complete Application is required for processing. Once Authorization is obtained, the Developer shall enter into an Agreement with the City. Specific provisions for the installation and maintenance requirements will be outlined in the terms and conditions of the Agreement.
v. Other Approvals:	<p>The Application may be circulated to all affected utility companies, departments, and agencies for comment prior to approval. Any conditions provided from these groups may be incorporated into the Authorization for each proposal.</p> <p>Sign installer shall contact Alberta One-Call prior to anchoring any posts on site.</p> <p>The Applicant, if necessary, shall carry comprehensive liability insurance which must be purchased separately by the Applicant. The Applicant shall provide proof of valid insurance including indemnification insurance with general commercial liability coverage of at least \$2,000,000 for all Signs identified, and include the City as an additional insured.</p>
vi. Location	<p>City Staff shall coordinate with the Developer on the Sign location to ensure the location is at or near key intersections within an arterial or collector road.</p> <p>Sign shall not be located within a stormwater ditch in a way that it inhibits the conveyance and drainage of stormwater.</p>
vii. Setbacks	<p>Sign shall have a minimum offset from the following.</p> <ol style="list-style-type: none"> <li>a. 1.0 m from the sidewalk, shallow utilities;</li> <li>b. 1.5 m from any water line, streetlights;</li> <li>c. 3.0 m from curb;</li> <li>d. 3.5 m from any hydrant or fire connection;</li> <li>e. 5.0 m from any Traffic Control Devices, private access point;</li> </ol>

	<p>f. 15 m from a crosswalk and all other non-signalized intersections;  g. 30 m of a signalized intersection; and  h. 50 m from any other Directional Sign type.</p> <p>Variance to setbacks is granted at the discretion of City Staff.</p>
<p>viii. Design</p>  	<p>Sign shall be manufactured and designed in collaboration with City Staff and the Developer. General design criteria include:</p> <ol style="list-style-type: none"> <li>developer branding and logo;</li> <li>approved subdivision name and directional arrow per Panel;</li> <li>Signs shall be designed to accommodate five (5) Panels per Sign unless Authorized by City Staff; allowance for the addition, replacement, or removal of a Panel, as needed;</li> <li>design to be complementary to the City wayfinding signs.</li> </ol> <p>Digital Signs shall not be allowed but the Copy may contain reflective material for improved visibility.</p> <p>Signs shall be properly affixed to the site to ensure proper support.</p>
<p>ix. Display Period</p>	<p>The display period shall be requested by the Applicant and approved at the discretion of City Staff.</p> <p>City Staff and the Developer shall conduct an annual review of the Sign placement at the beginning of the building season to reconfirm the requirements of the Sign as it relates to the development stages.</p> <p>Removal of the Sign and/or Panel shall be done upon the completion of the last phase of development (e.g., upon issuance of the Final Acceptance Certificate, final closure of the show home, etc.). All materials used to anchor the sign including any posts shall be removed once the Sign is removed.</p>
<p>x. Maintenance</p>	<p>Specific provisions for installation and maintenance requirements will be outlined in the terms and conditions of the Agreement.</p>

c. Directional Sign (Residential) – Arterial/Collector

i. Purpose	To direct and facilitate traffic from key intersections along arterial and collector roads leading to a New Community in Development and/or New Multi-Unit Development.
ii. Ownership	The Applicant shall have sole ownership of the Sign.
iii. Fees/Costs	Application fee as required by the City. The Applicant shall be responsible for all costs associated with the Sign.
iv. Approvals from the City	A complete Application is required for processing. Once Authorization is obtained, the Applicant shall enter into an Agreement with the City.
v. Other Approvals	<p>The Application may be circulated to all affected utility companies, departments, and agencies for comment prior to approval. Any conditions provided from these groups may be incorporated into the Authorization for each proposal.</p> <p>A Sign applied by a home builder, will require consent from the Developer associated with the New Community in Development.</p> <p>Sign installer shall contact Alberta One-Call prior to anchoring any posts on site.</p> <p>Applicant shall carry comprehensive liability insurance which must be purchased separately by the Applicant. The Applicant shall provide proof of valid insurance including indemnification insurance with general commercial liability coverage of at least \$2,000,000 for all Signs identified, and include the City as an additional insured.</p>
vi. Location	<p>City Staff will coordinate with the Developer on the Sign location. A total of five (5) Signs per New Community in Development shall be permitted, unless authorized by City Staff. These Sign locations may be shared between the home builders within the same neighbourhood but there shall not be more than one Sign per location.</p> <p>Sign shall not be located within a stormwater ditch in a way that it inhibits the conveyance and drainage of stormwater.</p>
vii. Setbacks	<p>Sign shall have a minimum offset from the following.</p> <ol style="list-style-type: none"> <li>a. 1.0 m from the sidewalk, shallow utilities;</li> <li>b. 1.5 m from any water line, streetlights;</li> <li>c. 3.0 m from curb;</li> <li>d. 3.5 m from any hydrant or fire connection;</li> </ol>

	<ul style="list-style-type: none"> <li>e. 5.0 m from any Traffic Control Devices, private access point;</li> <li>f. 15 m from a crosswalk and all other non-signalized intersections;</li> <li>g. 30 m of a signalized intersection;</li> <li>h. 50 m from any other Directional Sign.</li> </ul> <p>Variance to setbacks is granted at the discretion of City Staff.</p>
<p>viii. Design</p> 	<p>Sign shall be manufactured, designed and erected by the Applicant. General design criteria include:</p> <ul style="list-style-type: none"> <li>a. information and branding pertaining to the neighbourhood;</li> <li>b. directional arrow;</li> <li>c. home builder and housing product information;</li> <li>d. maximum Copy area of 3.0 m<sup>2</sup>;</li> <li>e. maximum height of 4.0 m.</li> </ul> <p>Digital Signs shall not be allowed but the Copy may contain reflective material for improved visibility.</p> <p>Signs shall be properly affixed to the Road Right-of-Way to ensure proper support.</p>
<p>ix. Display Period</p>	<p>The display period shall be requested by the Applicant and approved at the discretion of City Staff.</p> <p>City Staff and the Developer shall conduct an annual review of the Sign placement at the beginning of the building season to reconfirm the requirements of the Sign as it relates to the development stages.</p> <p>Removal of the Sign shall be done upon the completion of the last phase of development (e.g., upon issuance of the Final Acceptance Certificate, final closure of the show home, etc.). All materials used to anchor the sign including any posts shall be removed once the Sign is removed.</p>
<p>x. Maintenance</p>	<p>The Applicant is responsible for the appearance, maintenance and repairing of the Sign by ensuring it is secured to the site properly, removing any graffiti, and washing the Sign each spring or when required to remove the accumulation of dust, dirt or snow.</p>

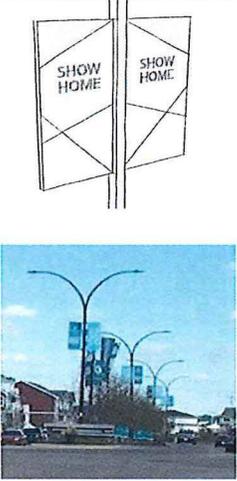
d. Directional Sign (Residential) - Local

i. Purpose	To direct internal activities used in conjunction with additional show home pageantry within a New Community in Development and/or New Multi-Unit Development.
ii. Ownership	The Applicant shall have sole ownership of the Sign.
iii. Fees/Costs	No application fee is required. The Applicant shall be responsible for all costs associated with the Sign.
iv. Approvals from the City	Authorization is not required.
v. Other Approvals	Sign installer shall contact Alberta One-Call prior to anchoring any posts on site.
vi. Location	Signs shall be located internally on the Road Right-of-Way within the New Community in Development.  Sign shall not be located within a stormwater ditch in a way that it inhibits the conveyance and drainage of stormwater.
vii. Setbacks	Sign shall have a minimum offset from the following. <ul style="list-style-type: none"> <li>a. 1.0 m from the sidewalk, shallow utilities;</li> <li>b. 1.5 m from any water line, streetlights;</li> <li>c. 3.0 m from curb;</li> <li>d. 3.5 m from any hydrant or fire connection;</li> <li>e. 5.0 m from any Traffic Control Devices, private access point; and</li> <li>f. 15 m from all intersections.</li> </ul> Variance to setbacks is granted at the discretion of City Staff.
viii. Design	<div data-bbox="305 1297 444 1625" data-label="Image"> <p>The diagram shows a rectangular sign on two posts. The sign has the text 'Deer Valley Show Homes' at the top and a circular arrow pointing to the right below it.</p> </div> <p>Sign shall be manufactured, designed and erected by Applicant. General design criteria include:</p> <ul style="list-style-type: none"> <li>a. information and branding pertaining to the neighbourhood;</li> <li>b. directional arrow;</li> <li>c. home builder and housing product information;</li> <li>d. maximum Copy area of 3.0 m<sup>2</sup>;</li> <li>e. maximum height of 4.0 m;</li> </ul> <p>Digital signs shall not be allowed but may contain reflective material for improved visibility.</p> <p>Signs shall be properly affixed to the Road Right-of-Way to ensure proper support.</p>
ix. Display Period	City Staff and the Developer shall conduct an annual review of the Sign placement at the beginning of the building season to reconfirm the requirements of the Sign as it relates to the development stages.

	Removal of the Sign shall be done upon the completion of the last phase of development (e.g., upon issuance of the Final Acceptance Certificate, final closure of the show home, etc.). All materials used to anchor the sign including any posts shall be removed once the Sign is removed.
x. Maintenance	The Applicant is responsible for the appearance, maintenance and repairing of the Sign by ensuring it is secured to the site properly, removing any graffiti, and washing the Sign each spring or when required to remove the accumulation of dust, dirt or snow.

e. Street Light Banner Sign – Residential

i. Purpose	To enhance community presence, identification and visibility through community branding within the New Community in Development and/or New Multi-Unit Development.
ii. Ownership	The Developer shall have sole ownership of the Sign.
iii. Fees/Costs	Application fee as required by the City. The Applicant shall be responsible for all costs associated with the Sign.
iv. Approvals from the City	A complete Application is required for processing. Once Authorization is obtained, the Developer will enter into an Agreement with the City.
v. Other Approvals	The Application may be circulated to all affected utility companies, departments, and agencies for comment prior to approval. Any conditions provided from these groups may be incorporated into the Authorization for each proposal.  Applicant shall contact Fortis at 310-WIRE or <a href="http://www.fortisalberta.com">www.fortisalberta.com</a> prior to sign installation.  Applicant shall carry comprehensive liability insurance which must be purchased separately by the Applicant. The Applicant shall provide proof of valid insurance including indemnification insurance with general commercial liability coverage of at least \$2,000,000 for all Signs identified, and include the City as an additional insured.
vi. Location	Signs shall be affixed to a street light pole located internally within the New Community in Development.
vii. Setbacks	Setbacks will be approved at the discretion of City Staff.
viii. Design	Signs shall be manufactured and designed by the Developer. General design criteria include: a. Signs shall not exceed a maximum of 3.0 m <sup>2</sup> in Copy area per pole;

	<ul style="list-style-type: none"> <li>b. Sign shall be safely and properly fastened to ensure proper support;</li> <li>c. any technical specifications (size, height, brackets) are subject to review from Fortis;</li> <li>d. wording and branding shall be consistent with the information pertaining to the neighbourhood.</li> </ul>
<p>ix. Display Period</p>	<p>The display period shall be requested by the Applicant and approved at the discretion of City Staff.</p> <p>City Staff and the Developer shall conduct an annual review of the Sign placement at the beginning of the building season to reconfirm the requirements of the Sign as it relates to the development stages.</p> <p>Removal of the Sign shall be done upon the completion of the last phase of development (e.g., upon issuance of the Final Acceptance Certificate, final closure of the show home, etc.). All materials used to anchor the sign including any mounting brackets shall be removed once the Sign is removed.</p>
<p>x. Maintenance</p>	<p>The Applicant is responsible for the appearance, maintenance and repairing of the Sign by ensuring it is secured to the site properly.</p>

f. Directional Sign (Industrial Land Development)

<p>i. Purpose</p>	<p>To direct users of the Road Right-of-Way and interested parties to a New Industrial Land Development.</p>
<p>ii. Ownership</p>	<p>The Applicant shall have sole ownership of the Sign.</p>
<p>iii. Fees/Costs</p>	<p>Application fee as required by the City. The Applicant shall be responsible for all costs associated with the Sign.</p>
<p>iv. Approvals from the City</p>	<p>A complete Application is required for processing. Once Authorization is obtained, the Applicant shall enter into an Agreement with the City.</p>
<p>v. Other Approvals</p>	<p>The Application may be circulated to all affected utility companies, departments, and agencies for comment prior to approval. Any conditions provided from these groups may be incorporated into the Authorization for each proposal.</p>

	<p>Sign installer shall contact Alberta One-Call prior to anchoring any posts on site.</p> <p>Applicant shall carry comprehensive liability insurance which must be purchased separately by the Applicant. The Applicant shall provide proof of valid insurance including indemnification insurance with general commercial liability coverage of at least \$2,000,000 for all Signs identified, and include the City as an additional insured.</p>
<p>vi. Location</p>	<p>City Staff will coordinate with the Developer on the Sign location. A total of five (5) Signs per New Industrial Land Development shall be permitted, unless authorized by City Staff.</p> <p>Sign shall not be located within a stormwater ditch in a way that it inhibits the conveyance and drainage of stormwater.</p>
<p>vii. Setbacks</p>	<p>Sign shall have a minimum offset from the following.</p> <ol style="list-style-type: none"> <li>a. 1.0 m from the sidewalk, shallow utilities;</li> <li>b. 1.5 m from any water line, streetlights;</li> <li>c. 3.0 m from curb;</li> <li>d. 3.5 m from any hydrant or fire connection;</li> <li>e. 5.0 m from any Traffic Control Device, private access point;</li> <li>f. 15 m from a crosswalk and all other non-signalized intersections;</li> <li>g. 30 m of a signalized intersection; and</li> <li>h. 50 m from any other Directional Sign.</li> </ol> <p>Variance to setbacks is granted at the discretion of City Staff.</p>
<p>viii. Design</p> 	<p>Sign shall be manufactured, designed and erected by the Applicant. General design criteria include:</p> <ol style="list-style-type: none"> <li>a. maximum Copy area of 6.0 m<sup>2</sup>;</li> <li>b. maximum Height of 3.0 m;</li> <li>c. information and branding pertaining to the industrial subdivision;</li> <li>d. directional arrow.</li> </ol> <p>Digital signs shall not be allowed but may contain reflective material for improved visibility.</p> <p>Signs shall be properly affixed to the Road Right-of-Way to ensure proper support.</p>
<p>ix. Display Period</p>	<p>The display period shall be requested by the Applicant and approved at the discretion of the City.</p>

	<p>City Staff and the Developer shall conduct an annual review of the Sign placement at the beginning of the building season to reconfirm the requirements of the Sign as it relates to the development stages.</p> <p>Removal of the Sign shall be done upon the completion of the last phase of development (e.g., upon issuance of the Final Acceptance Certificate). All materials used to anchor the sign including any posts shall be removed once the Sign is removed.</p>
x. Maintenance	The Applicant is responsible for the appearance, maintenance and repairing of the Sign by ensuring it is secured to the site properly, removing any graffiti, and washing the Sign each spring or when required to remove the accumulation of dust, dirt or snow.

g. Temporary Portable Sign - Community Event

i. Purpose	<p>To advertise Community Events requested by the following users: the City; non-profit groups related to minor sports, culture and community user groups, or similar.</p> <p>Typical advertisement may be for, but not limited to, amateur athletic and sport events; arts and culture activities; City wide celebrations and campaigns; fundraising events; public health and safety notices; and social education and awareness.</p>
ii. Ownership	The Applicant shall have sole ownership of the Sign.
iii. Fees/Costs	<p>No application fee required by the City.</p> <p>The Applicant shall be responsible for any other costs associated with the Sign.</p>
iv. Approvals from the City	A complete Application is required for processing but may not be submitted any sooner than 60 days prior to the date of advertising.
v. Other Approvals	The Application may be circulated to all affected utility companies, departments, and agencies for comment prior to approval. Any conditions provided from these groups may be incorporated into the Authorization for each proposal.
vi. Location	<p>City Staff has coordinated a list of pre-approved locations identified on an interactive sign mapping database. This map is publicly available on the City's website. These locations will be updated from time to time, and additional Sign locations will be approved at the discretion of City Staff.</p> <p>Assignment of locations will be done on a first come first served basis.</p>

vii. Setbacks	Sign shall be located in accordance with the pre-approved locations and shall have a minimum offset from the following: <ul style="list-style-type: none"> <li>a. 1.0 m from the sidewalk or curb;</li> <li>b. 3.0 m from any Traffic Control Device;</li> <li>c. 5.0 m from any access point and intersection; and</li> <li>d. 10.0 m from any A-board Signs and other Temporary Portable Signs.</li> </ul>
viii. Design 	General design criteria include: <ul style="list-style-type: none"> <li>a. shall not be digital but may be illuminated by a remote light source directed towards the Sign or contain reflective material for improved visibility;</li> <li>b. maximum height of 3.0 m;</li> <li>c. maximum Copy area of 5.0 m<sup>2</sup>;</li> <li>d. shall be readily moved from place to place.</li> </ul> Signs shall be properly affixed to the Road Right-of-Way to ensure proper support.
ix. Display Period	The maximum display period shall not exceed 30 days, unless otherwise authorized by the City.  Sign shall be removed within two (2) working days after the Sign expiry date.
x. Maintenance	The Applicant is responsible for the appearance, maintenance and repairing of the Sign by ensuring it is secured to the site properly.

**h. A-board Sign – Community Event**

i. Purpose	To advertise Community Events requested by the City, and non-profit groups related to minor sports, culture and community user groups, or similar. Typical advertisement may include amateur athletic and sport events, and the farmers’ market.  A-board (Residential) Signs are excluded from this Sign type.
ii. Ownership	The Applicant shall have sole ownership of the Sign.
iii. Fees/Costs	No application fee required by the City. The Applicant shall be responsible for any other costs associated with the Sign.
iv. Approvals from the City	A complete Application is required for processing but may not be submitted any sooner than 60 days prior to the date of advertising.
v. Other Approvals	n/a
vi. Location	City Staff will review each location requested by the Applicant through Application.
vii. Setbacks	Sign shall have a minimum offset from the following. <ul style="list-style-type: none"> <li>a. 1.0 m from the sidewalk or curb;</li> <li>b. 3.0 m from any Traffic Control Device;</li> </ul>

	<p>c. 5.0 m from any access point and intersection; and</p> <p>d. 10.0 m from any A-board Signs and other Temporary Portable Signs.</p>
<p>viii. Design</p> 	<p>General design criteria include:</p> <ul style="list-style-type: none"> <li>a. maximum width of 0.9 m;</li> <li>b. maximum height of 1.2 m; and</li> <li>c. such Signs shall not be digital.</li> </ul>
<p>ix. Display Period</p>	<p>The display period shall be requested by the Applicant and approved at the discretion of the City.</p> <p>Sign shall be removed be within two (2) working days after the Sign expiry date.</p>
<p>x. Maintenance</p>	<p>The Applicant is responsible for the appearance, maintenance and repairing of the Sign by ensuring it is secured to the site properly, removing any graffiti, and washing the Sign each spring or when required to remove the accumulation of dust, dirt or snow.</p>