



NOTICE OF POSTING

All sign applications will be posted for two weeks. Most often a sign will be posted on the site telling the neighbors what is proposed and the deadline for appeal. On occasion, letters will be sent to neighboring property owners informing them of the development.

Any appeal against an issued permit (or the conditions of an approval) must be made within 14 days of the notice. An applicant will be informed by mail of a refusal and has 14 days, from the date of receipt, to lodge an appeal.

APPEALS

All decisions on a permit can be appealed to the Subdivision & Development Appeal Board (SDAB).

Appeals are made by completing a Notice of Appeal form, available at the Planning & Development Department, along with the appropriate fee. Appeals must be filed with the SDAB secretary within 14 days of notification of a decision. The mailing of an Appeal must be postmarked within the 14-day appeal period. This 14-day appeal period cannot be extended as it is provincial legislation.

An appeal hearing will take place within 30 days of the appeal being filed. Both the appellant and the applicant will be notified of the hearing in writing at least five days prior to the hearing.



PUBLIC NOTIFICATION OF APPEALS

- The appeal will be advertised in the local newspaper prior to the hearing.
- Letters announcing the appeal hearing may be delivered or mailed to owners of the neighboring properties.
- A copy of the agenda and report to the Board is available to appellants/applicants prior to each hearing from the Town Office.



Town of High River

309B Macleod Trail SW

High River, Alberta

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Phone:(403) 652-2110 Fax:(403) 652-2396

Website: www.highriver.ca

These pamphlets have no legal status and cannot be used as an official interpretation of the various by-laws, codes and regulations in effect. Users are advised to contact the Planning and Development Department for assistance as the Town of High River accepts no responsibility to persons relying solely on this information.

Updated: November 2009

SIGNAGE



Planning & Development





The following information provides a guideline to assist applicants in preparing the submission for a Development Permit for a Sign.

WHAT KIND OF SIGNS REQUIRE A DEVELOPMENT PERMIT FOR A SIGN?

All new signs on private property with the exception of certain temporary signs, official signs mandated by legislation and small house identification signs.

WHO CAN APPLY FOR A SIGN PERMIT?

Anyone can apply for a sign permit whether or not they own the property concerned, provided they have a letter of authorization from the property owner.

APPLICATION REQUIREMENTS

- Copies of all registered Restrictive Covenants and Easements that apply to the property.
- Written Authorization from the owner, if the applicant is not the owner.
- Site Plans accurately dimensioned and drawn to scale of not less than 1:100 showing where the sign would be placed.
- Elevation Views for all new proposed signage.
- Grade Elevation for all new pylon signs.
- Size of sign face and lettering, height of any pylon signs.
- Colour.

FEES

A fee for the sign application must be paid at the time of application. A fee schedule is available at the Town Office or on the website. (www.highriver.ca)

TO EXPEDITE THE PROCESS

- Be sure you have all required information in your application.
- If your proposal is large or is likely to be controversial, consult the Planning Department staff and the neighbors as early as possible in the process.

The main criteria against which your application will be evaluated is how closely it meets the Land Use By-law and planning policies, as well as any possible negative impact there might be on the neighbors.

PRE-APPLICATION MEETINGS

If your proposed development is substantial or if you think it may be controversial it is recommended that you contact the Planning and Development Department for a pre-application meeting at (403) 652-2110 before you apply.

As well as giving you advice on possible problems and timelines, the staff may recommend that you present your plans to the neighbors before you apply. This is completely voluntary on your part, but in the past it has resulted in substantial savings in time and money for many applicants.

PROCESSING TIME

- By bylaw the planning department has 40 days to make a decision, however applications that meet the rules may usually be processed within 3-4 weeks.
- Applications that are located adjacent to Highway 2A, Centre Street, or 12th Avenue can be processed within 4-6 weeks.

REVIEW AND APPROVAL

- The application is reviewed for completeness and supporting information.
- Some applications are reviewed by Public Works, Fire and Recreation Departments, and Alberta Infrastructure.
- Depending on nature and location of application, it may be referred to the managers meeting and/or the Committee of the Whole.
- The application is checked against applicable by-laws and planning policies.
- The application is evaluated with particular concern for degree of adherence to Land Use Bylaw and Planning policies as well as the likely impact on the neighbors.

DECISION

Decisions on whether to approve or refuse all Development Permit applications are made by Town staff designated as the development authority.

