



CROWSNEST PASS

Naturally Rewarding



Thinking About Putting Up a Sign?

Development Permit Process

Do I need a Permit for a Sign?

Almost all signs in the Municipality of Crowsnest Pass require a development permit. Below is a selection of signs that do not require a development permit, provided they meet specific standards set out in the Land Use Bylaw:

- a sign that is posted or exhibited inside a building, including window signs;
- an A-board sign;
- a temporary advertisement sign;
- a traffic or directional sign authorized by the Municipality, the Government of Alberta, or the Federal Government;
- a temporary campaign sign relating to a Federal, Provincial, Municipal, or School Board election;
- a sign advertising a lawn sale, garage sale, a family event, or a sporting event;
- a sign that indicates the availability for sale, lease, or rental of a land parcel or a building;
- address numbers or letters displayed on the property
- any construction site.

For a full list of exempt signs, and further details of the required standards, please refer to Schedule 11 of the Crowsnest Pass Land Use Bylaw

What signs are allowed in my district?

For all other signs that do require a permit, there are also regulations as to which district they are allowed. Below lists the signs that may be considered in 3 of the main land use districts:

(R-1) Residential:

Permitted: Home Occupation Signs
Discretionary: Subdivision entrance & marketing signs

(C-1) Retail Commercial & (I-1) Industrial:

Permitted: A-Boards, Canopy, Fascia & Wall Signs, Portable
Discretionary: Freestanding, Multiple Listing, Murals, Projecting, Roof signs, Secondary signs, Third Party signs.

Please refer to Schedule 2 of the Land Use Bylaw for all other districts.

Pre-Application

Applicants are advised to schedule an appointment with the Development Officer to review their proposal prior to submitting their application.

Development Permit Application

All Development Permit applications for Signs must be submitted with the following documents:

1. Completed application form
An application form for a Development Permit may be picked up at the Municipal Office, or online at www.crowsnestpass.com.
2. Certificate of Title and relevant encumbrances
All Development Permits must be accompanied by a Certificate of Title no older than **3 Months**. These may be obtained at Alberta Land Titles online at www.spin.gov.ab.ca or by visiting your local Registry agents. Any easements, restrictive covenants or caveats on title may also be required.
3. Site Plan
The site plan should be to scale with a north arrow. It will show lot dimensions, location of the proposed sign and distances from the sign to property lines, buildings and other significant improvements.
4. Elevations
The application must be supported by a full colour sign plan, drawn or photographically produced showing design, placement and dimensions. Elevations should also indicate materials, method of attachment, projection, height off ground to top of sign etc.

Ensuring your submission is fully complete will assist us in processing your application without delay. If incomplete or illegible documents are provided, you will be asked to provide revised or additional information.

Application Review and Decision

- Authority
Permitted uses not requiring a variance are processed by the Development Officer. Discretionary uses and uses requesting waivers must be forwarded to the Municipal Planning Commission (MPC).
- Historic Overlay
If your property falls within a Historic Commercial

Overlay Area, the application will first be circulated to the Municipal Historic Resource Board for comment and then forwarded to MPC for decision.

- **FireSmart**
Properties located in or adjacent to the Wildland Urban Interface will be subject to additional FireSmart conditions as per the Land Use Bylaw.
- **Time Frame**
Allow sufficient time for the processing of your application. Applications which must be reviewed by MPC may take longer to process than those processed by the Development Officer. A decision will be made within 40 days of receiving a **complete** application, unless an extension has been agreed upon.
- **Appeal Period**
If you are successful in obtaining a Development Permit, affected landowners are notified and a 2 week appeal period follows. If no appeals are received within the 2 week period, a Building Permit may then be processed if necessary.

Other Regulations to Consider

All development permits are granted for a fixed period. Prior to expiry, permit holders may apply for a renewal.

All signs shall be maintained by the owner in a safe and tidy manner.

All signs will be of a quality, design and character which is considered aesthetically enhancing.

No Active Electronic Signs shall be permitted.

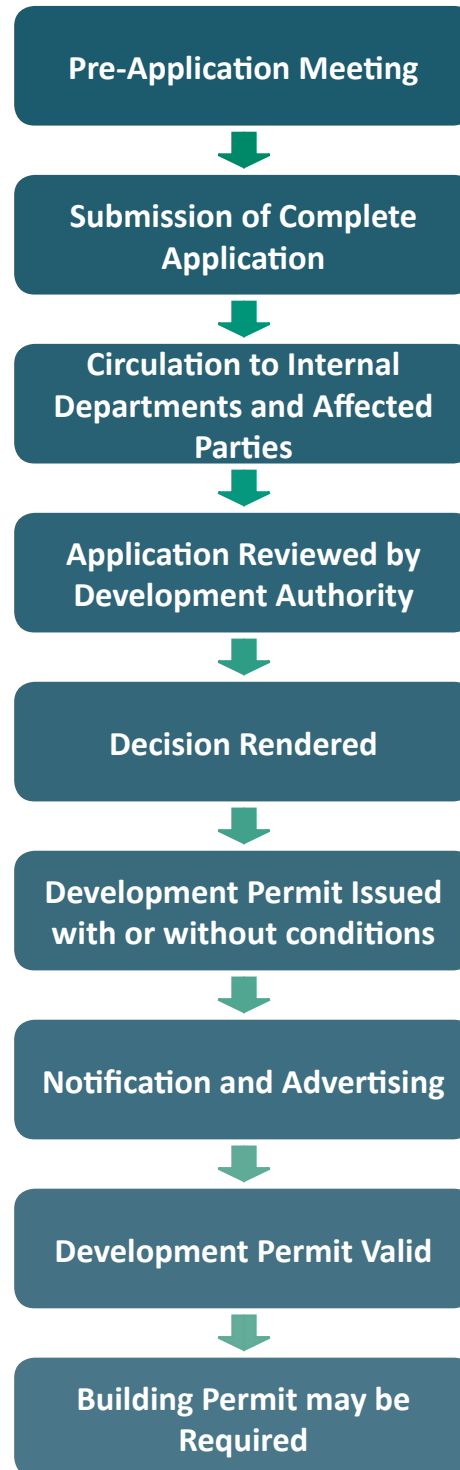
No signs are permitted on shipping containers or transport trailers.

Development Permit Fee for Signs

Permitted Use - \$75; Discretionary Use - \$200
Major Waiver – Additional \$200

All fees must be paid when submitting application. Fees are subject to change. For all fees, please refer to the Fees, Rates and Charges Bylaw 951, 2016.

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For more information, please visit our website at www.crowsnestpass.com

or contact

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