

Non-Residential Sign Permits  
2020



Town of Bassano

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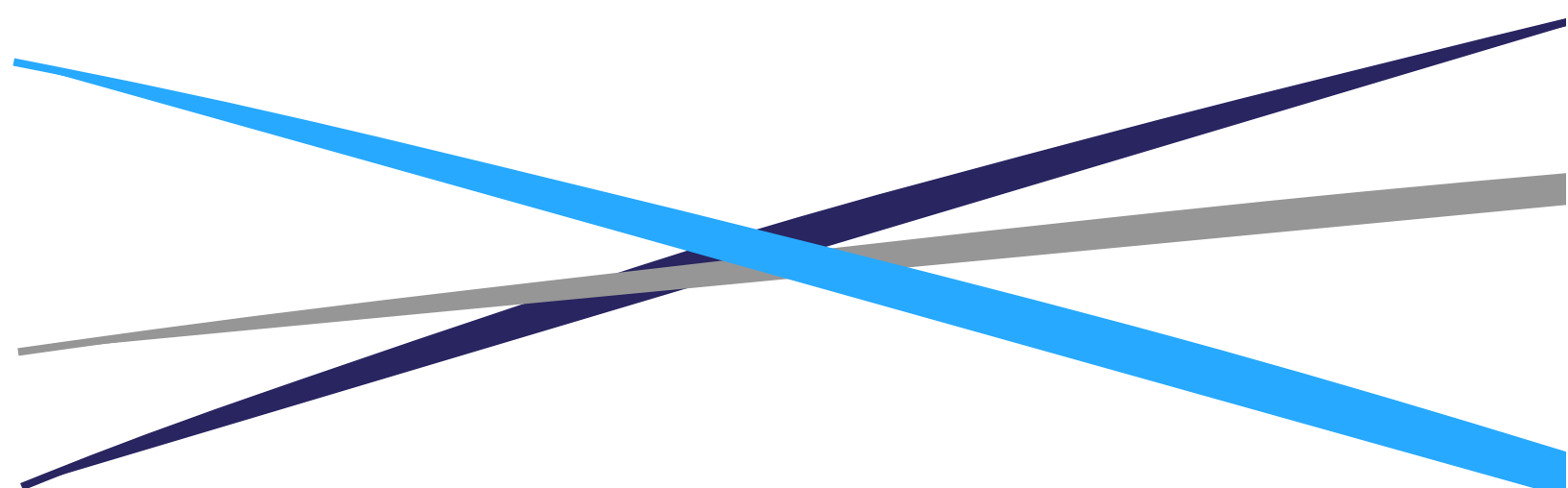
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# Step 1 - Planning

**A development permit is required for the placement of sign(s) in the non-residential district. Pre-planning is required prior to submitting a development permit application for a sign.**

There are two different definitions for signs, temporary use and permanent use. Each is outlined below. The applicant must determine which of the two options it is applying for.

## Temporary Use Signs

- All temporary signs require a development permit unless it is identified in the section titled, "When a SIGN Permit is NOT Required".
- A development permit for a temporary sign may be valid for a period of no longer than 60 days from the date of issuance. The fee for a temporary sign is the same as the fee for a permanent sign.
- No temporary signs shall be suspended on or between support columns of any permanent sign such as a freestanding sign or billboard sign, notwithstanding any other sign that may be considered as permanent by the development authority.
- The copy area of a temporary sign shall not exceed 40 ft<sup>2</sup>.

## Permanent Use Signs in the C1, PR and PI Districts

In the Commercial (C1), Parks and Recreation (PR) and Public Institutional (PI) districts, only one sign fronting each street bounding the property is permitted subject to the provisions of Schedule 8 of the Land Use Bylaw (LUB).

- Signs vary in design and definition as outlined in Schedule 8 of the LUB from freestanding, fascia, murals, projecting and other. Specific requirements apply to each sign based on their definition. Before considering an application for a sign, you must determine the type of sign that you are applying for.

## Permanent Use Signs in the C2 and IC Districts

In the Highway Commercial (C2) and Industrial Commercial (IC) districts two signs fronting each street bounding the property are permitted subject to the provision of Schedule 8 of the LUB.

- Signs vary in design and definition as outlined in Schedule 8 of the LUB from freestanding, fascia, murals, projecting and other. Specific requirements apply to each sign based on their definition. Before considering an application for a sign, you must determine the type of sign that you are applying for.

# When a Sign Permit is *NOT* Required?

A development permit is *not* required for SIGNS in a non-residential district as follows:

- 1 For construction signs that do not exceed 32 ft<sup>2</sup> in area.
- 2 For banner signs which are displayed for a period not exceeding 30 days.
- 3 The alteration of a sign which only includes routine maintenance, painting or change in face, content or lettering and does not include modification to the sign structure of projection style.
- 4 Signs for public buildings.
- 5 Real estate signs and real estate open house A-board signs provided they are removed within 24 hours of the open house.
- 6 On-premises directional and informational signage and incidental signs 4 ft<sup>2</sup> or less in area.
- 7 Any window sign painted on, attached to or installed on a window provided that no more than 50 percent of the subject window area is covered.
- 8 Political poster signs provided all such signage is removed within 5 days after the closing of the polling stations for the relevant election or plebiscite.

*Although a development permit is not required for a sign as outlined above, the development must conform to all other sections of the LUB. Contact the Development Officer if you have any questions about the proposed sign.*

## General Standards and Regulations for All Signs

- All signs shall be compatible with the general character of the surrounding streetscape and the architecture of nearby buildings.
- All signs shall be of quality construction and kept in good repair, be safe and kept tidy.
- No signs shall be placed in a public roadway or laneway. The sign shall be located entirely within the subject lot unless written approval is granted by the Town or the affected property owner.
- The source of light for all sign illumination shall be steady and suitably shielded
- Abandoned signs are not permitted and shall be removed immediately.

## Prohibited Signs

In all land use districts, the following signs are prohibited:

- Signs which employ revolving, flashing or intermittent lights, or lights resembling emergency services, traffic signals, railways crossing signals, hazard warning devices or other similar lighting but does not include changeable content, sign projection styles or animation.
- Signs that emit amplified sounds or music.
- Signs that employ changeable content, animation or pictorial scenes at a luminosity, intensity and/or interval that may create a public hazard or nuisance are prohibited.
- Any signs located within the public right-of-way or on public property, except for signs approved by the Town, which may include: canopy signs, projecting signs, and temporary signs or signs approved by the Province of Alberta or Federal Government.
- Signs that are attached to or appearing on any vehicle or trailer which is parked on a public right-of-way or any other public lands or on private land that is located adjacent to a public right-of-way with the intent/purpose of displaying the sign to motorists and the public for any period of time excepting signs for special events organized by a non-profit association, group or organization for a display time period not to exceed 24 hours.
- Any sign which has not obtained a development permit or any sign which has not been deemed exempt from the requirement of obtaining a development permit as outlined above, "When a SIGN Permit is Not Required".

# Step 2

## How to Apply for a Sign Permit

### Temporary Use Signs

The applicant must complete a Sign Development Permit application and include a detailed site plan and narrative of the proposed sign.

#### Site Plan

**The site plan must include:**

- A civic address and north arrow.
- All building and structures on the property. The size of the buildings must be listed (e.g. 40' x 20' shop).
- The distances between all buildings and structures from the front, side, and rear property lines.
- The proposed location of the sign, the sign material, and the dimensions of the sign.
- The location of all existing and proposed signs.
- The size, height, and area of the proposed sign(s), including any supporting structures.
- The location of the property boundaries of the parcel upon which the sign(s) is proposed.
- Details regarding the extend of the projection if the sign is to be attached to the building and how it will be affixed (if applicable).

#### Narrative

**The narrative must include:**

- Details with respect to sign content (e.g. wording/lettering, text, message, graphics, colour).
- A colour and design scheme.
- Outline material specifications.
- Notice of any utility rights-of-way, access easements, and any other related encumbrances.
- The name and address of the sign manufacturer or company and the lawful sign owner.
- The type of illumination, animation and/or changeable content, if any, and details with respect to the proposed luminosity intensity and/or interval (if applicable).
- Obtain a letter from the affected registered property owner and/or building owner if the applicant is not the landlord.

## Permanent Use Sign

The applicant must complete a Sign Development Permit application and include a detailed site plan and narrative of the proposed sign.

### Site Plan

The site plan must include:

- A civic address and north arrow.
- All building and structures on the property. The size of the buildings must be listed (e.g. 40' x 20' shop).
- The distances between all buildings and structures from the front, side, and rear property lines.
- The proposed location of the sign, the sign material, and the dimensions of the sign.
- The location of all existing and proposed signs
- The size, height, and area of the proposed sign(s), including any supporting structures.
- The location of the property boundaries of the parcel upon which the sign(s) is proposed.
- Details regarding the extend of the projection if the sign is to be attached to the building and how it will be affixed (if applicable).

### Narrative

The narrative must include:

- Details with respect to sign content (e.g. wording/lettering, text, message, graphics, colour).
- A colour and design scheme.
- Outline material specifications.
- Notice of any utility rights-of-way, access easements, and any other related encumbrances.
- The name and address of the sign manufacturer or company and the lawful sign owner.
- The type of illumination, animation and/or changeable content, if any, and details with respect to the proposed luminosity intensity and/or interval (if applicable).
- Obtain a letter from the affected registered property owner and/or building owner if the applicant is not the landlord.



# Variance

An applicant may request a sign variance. The applicant must complete a Sign Development Permit application and include a detailed site plan and narrative of the proposed development.

## Site Plan

**The site plan must include:**

- A civic address and north arrow.
- All building and structures on the property. The size of the buildings must be listed (e.g. 40' x 20' shop).
- The distances between all buildings and structures from the front, side, and rear property lines.
- The proposed location of the sign, the sign material, and the dimensions of the sign. The location of all existing and proposed signs
- The size, height, and area of the proposed sign(s), including any supporting structures.
- The location of the property boundaries of the parcel upon which the sign(s) is proposed.
- Details regarding the extend of the projection if the sign is to be attached to the building and how it will be affixed (if applicable).
- Clearly outline the variance requested.

## Narrative

**The narrative must include:**

- Details with respect to sign content (e.g. wording/lettering, text, message, graphics, colour).
- A colour and design scheme.
- Outline material specifications.
- Notice of any utility rights-of-way, access easements, and any other related encumbrances.
- The name and address of the sign manufacturer or company and the lawful sign owner.
- The type of illumination, animation and/or changeable content, if any, and details with respect to the proposed luminosity intensity and/or interval (if applicable).
- Obtain a letter from the affected registered property owner and/or building owner if the applicant is not the landlord.

*All variance requests are referred to the Municipal Planning Commission for consideration. Variances are never guaranteed.*



# Submission Checklist

Use the checklist provided to confirm that you have met the minimum requirements to submit your development permit application for a sign.

## Temporary or Permanent Use Application

	Fill out the Sign Development Permit application in its entirety.
	Complete a site plan that addresses all principal and accessory structures (including the distance from the front, side and rear property lines plus distance between structures).
	Provide details on the site plan regarding the placement of the sign (e.g.. material, heights).
	Provide a written narrative with respect to sign content to include wording/lettering, text, message, graphics, colour schematics, material specifications, name and address of the sign manufacturer or company and lawful sign owner.
	Detailed specification regarding illumination, animation, or changeable content (if applicable).
	A copy of the letter obtained from the registered property owner or building owner if the applicant is not the landlord.
	Submit your development permit application with the applicable fee to the Town of Bassano's development officer for processing.

## Variance Application

	Fill out the Sign Development Permit application in its entirety.
	Complete a site plan that addresses all principal and accessory structures (including the distance from the front, side and rear property lines plus distance between structures).
	Provide details on the site plan regarding the placement of the sign (e.g.. material, heights).
	Provide a written narrative with respect to sign content to include wording/lettering, text, message, graphics, colour schematics, material specifications, name and address of the sign manufacturer or company and lawful sign owner.
	Clearly outline the variance being requested.
	Detailed specification regarding illumination, animation, or changeable content (if applicable).
	A copy of the letter obtained from the registered property owner or building owner if the applicant is not the landlord.
	Submit your development permit application with the applicable fee to the Town of Bassano's development officer for processing.

# Additional Information

- The information presented in this package is subject to change. The information provides a general overview and may not address every development matter. It is intended to be used as a guideline. There are other aspects of the LUB that may impact your development. Always remember to request a preliminary meeting with the development officer prior to submitting a development permit application.
- Non-Residential developments could be impacted by other statutory plans as a result of their proposed location to include (but not limited to), the Municipal Development Plan and the Inter-Municipal Development Plan.
- Your development may also be impacted by other legislation governed by provincial or federal regulators such as Alberta Transportation or Alberta Environment and Parks. It is your responsibility to ensure that any other legislation is reviewed in advance to prevent delays in your development. Obtaining a development permit from the Town is once step in the overall process.
- All construction sites must be secured. Excavations must be fenced, and precaution signs posted. Unauthorized personnel are not permitted on construction sites. Contractors are reminded that members of the general public do not represent municipal employees and are not permitted to be onsite.
- A civic address is required on the front and rear of all properties in accordance with the Town's Fire Bylaw.



## Fees

### Sign Permit Fees

Temporary or Permitted Use Application	\$50.00
Variance Application	\$150.00

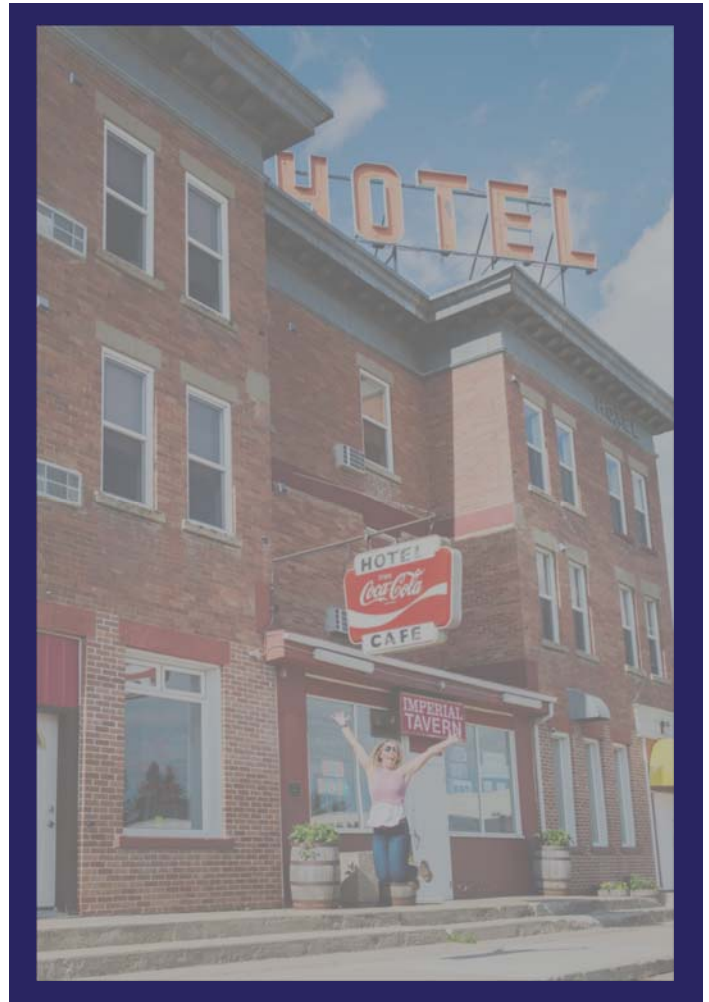
*The turnaround time on development permit applications is dependent upon the completeness of your application. Therefore, all applicants are encouraged to set up a preliminary meeting with the development officer prior to submitting a development permit application so that any questions may be answered in advance – this saves us all time, money and energy.*

## Business License

- If you are operating a business in the Town of Bassano, you must obtain a business license from the Town and pay the applicable fee to operate. Business licences are valid for one-year (January 1 – December 31) regardless of when you purchase the license.
- Business license fees \$70.00 for in-town/local businesses and \$120.00 for out of town businesses.
- All contractors and subcontractors are required to obtain a business licence from the Town prior to the commencement of any work.



*Development takes time. The Town of Bassano is committed to working with all investors to ensure the development process is as seamless as possible. This requires open communications from the start of the process until the end of the process.*



## Other Permits

Once you have received an approved **Development Permit** you are required to submit discipline permits to Superior Safety Codes:

- Building permit application
- Electrical permit application (if applicable)
- Plumbing permit application (if applicable)
- Gas permit application (if applicable)
- Sewer permit application (if applicable)

Superior Safety Codes enforces the Alberta Building Code on behalf of the Town of Bassano. All discipline permits have associated fees. For information on the Alberta Building Code, or to apply for discipline permits:

P: 1-866-999-4777

E: [info@superiorsafetycodes.com](mailto:info@superiorsafetycodes.com)

W: [superiorsafetycodes.com](http://superiorsafetycodes.com)

## Development Officer Contact Information

Town of Bassano

Attention: Amanda Davis

502 – 2<sup>nd</sup> Avenue

P.O. Box 299

Bassano, AB T0J 0B0

P. 403-641-3788

E. [cao@bassano.ca](mailto:cao@bassano.ca)

W. [www.bassano.ca](http://www.bassano.ca)

R. Land Use Bylaw (LUB) 845/13

“Our vision is to be the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience, and where people choose to live, work and play.”