

# CONTACTS

 Town of Bassano  
 Amanda Davis  
Development Officer  
 403-641-3788  
 cao@bassano.ca

 Superior Safety Codes  
 1-888-717-2344  
 [www.superiorsafetycodes.ab.ca](http://www.superiorsafetycodes.ab.ca)



## CONTRACTORS & CONSTRUCTION

Bassano Building Centre Ltd.  
403-641-4000

Chance Built Ltd.  
403-376-0765

Hillside Excavating Inc.  
403-641-2198

Rob Woodstock  
403-835-2924

RyBar Contracting  
403-501-9265

Matrix Electric  
403-641-4645

Ric's Electric  
403-641-3563

SSM Heating and Air  
Conditioning Ltd.  
403-641-3179

## FINANCE

ATB Financial  
403-641-3041

Connect First Credit  
Union  
403-641-0002

## ELECTRICAL, GAS, PLUMBING & HEAT

Bassano Plumbing and  
Heating  
403-641-3602

## RETAIL SALES

Creaky Floor Hardware  
Store  
403-641-3783

# Non-Residential Sign

Permit Guide



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## Disclaimer

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 Land Use Bylaw #921/21 that may impact your development.

## Variance and Discretionary Use Applications ONLY

Some discretionary use applications are referred to the Municipal Planning Commission (MPC) for consideration. The MPC may approve a development permit with or without conditions, or it may refuse to approve the development permit, stating reasons.

## Receive Notice of Decision

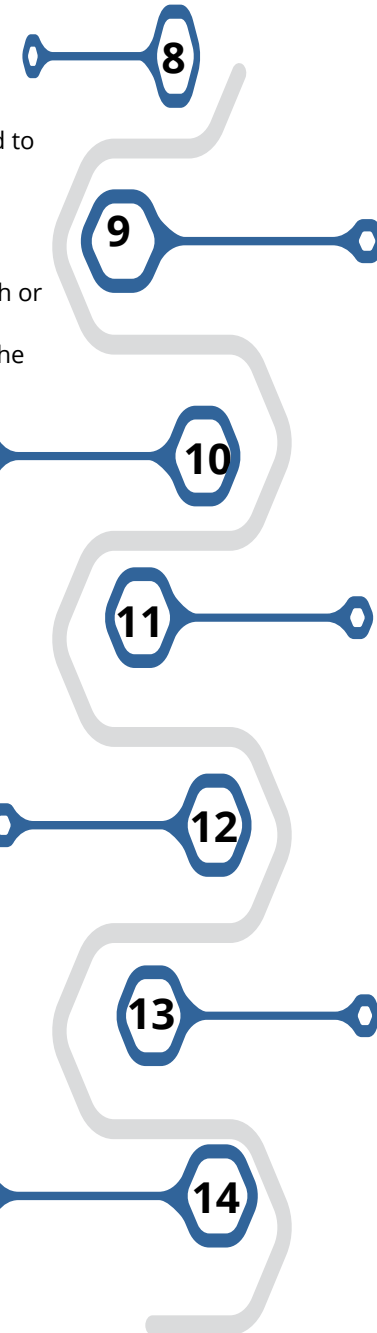
A Notice of Decision indicates that the permit has been approved and will include an outline of any permit conditions.

## 14 Day Appeal Period Begins

Residents of the Town may appeal the Notice of Decision within 14 days of it being publicly posted

## Permit Expiry Date

Your Permit will expire 12 months after the approval date.



## Application Processed

The application will be processed by the Development Officer for approval.

## Discipline Permits

Prepare discipline permits and submit to Superior Safety Codes.

## Notice of Commencement

21 days after the Notice of Decision is publicly posted the applicant will receive a Notice of Commencement indicating the development may commence.

# DEFINITIONS

## TIMELINE

### START

Get your ideas on paper!

1

### Prepare

Prepare for your meeting with the Development Officer by gathering questions, concerns, and details about your development.

2

### Plan

Set a meeting with the Development Officer.

3

### Gather

Gather documents requested in the meeting by the Development Officer.

4

### Collaborate

Meet with the Development Officer and discuss your development plans.

5

### Receive Notice of Completeness (NOC)

The Development Office shall send the NOC within 20 days of receiving the application. If you receive a Notice of Deficiencies your application was not complete and cannot be processed.

6

### Complete & Submit

Complete and submit a permit application along with fees owing.

7

### Land Use Bylaw (LUB) #921/21

A Town bylaw that regulates the use, conservation and development of land, habitat, buildings, and signs in pursuit of the objectives of the Town's statutory plans.

### Notice of Commencement

Receiving a notice of commencement means you may now start your development.

### Notice of Completeness (NOC)

Receiving a NOC means your permit application is complete and will be processed.

### Notice of Decision (NOD)

Receiving a NOD means your permit has been approved.

### Notice of Deficiencies

Receiving a notice of deficiencies means your permit application was not complete and cannot be processed.

### Permitted Use

Allowed activities defined by the LUB.

### Principal Building

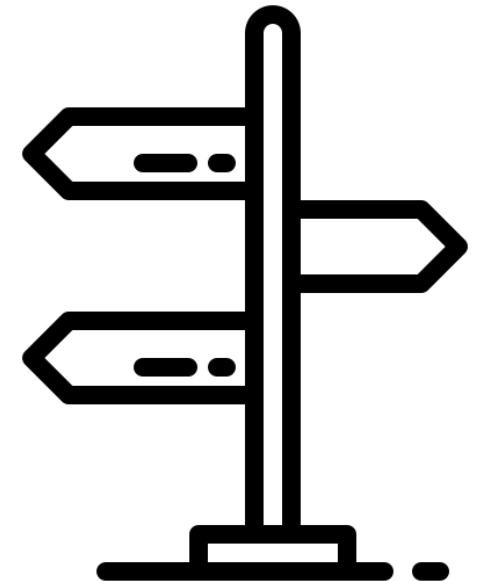
A building which is the primary use of the lot.

### Secondary Front

The street frontage on a corner lot, which is not the yard the entrance to the primary building is on.

### Variance Use

Activities that deviate from allowed activities outlined in the LUB.



# WELCOME

Lets Get Started on Your Permit!

This guide will help you prepare your permit application. Keep in mind, this is a general permit guide – additional information may be required based on your specific needs.

## WHY DO I NEED A DEVELOPMENT PERMIT?

The permit process focuses on making certain that new developments align with the rules and regulations set out in the LUB. The permit process is implemented to ensure the **safety and health** of our community, as well as to aid in creating **meaningful and highly valued spaces**.

All land in Bassano is divided into districts (also referred to as zones), each district has its own set of development rules. The LUB lists these rules, which were established in part to ensure that everyone has an opportunity to seek approval for a development project or to express concerns about a project. A permit confirms that all rules and planning policies have been considered.

### IMPORTANT FACTS



Permits are valid for 12-months from the date of issue. Please plan your development accordingly to prevent the need to reapply for your permit and to save on additional permit fees.

# BUSINESS LICENCES



- If you are Operating a business in the Bassano, you must obtain a business license from the Town and pay the applicable fee to operate. Business licenses 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 license from the Town prior to the commencement of any work.

## WE ARE HERE TO HELP



Our goal is to help you obtain the permits you need as quickly and efficiently as possible. We strive to ensure your permit needs are met and that we are available to help you with any development questions we can. Call or visit us today and we will help you get the information you need!



# KEEP IT LOCAL

Do you need help financing your development plans? Our Local Banks are here to help!

Our local banking institutions are happy to assist with financing options related to your development plans. Contact the local ATB Financial or Connect First Credit Union to get started on your development plans today!

There are many reputable tradespeople in Bassano that can assist you with your development. Check out the business directory at [www.bassano.ca](http://www.bassano.ca) or the Contacts page more information.

All your building supply needs can be purchased right here in Bassano—prices are competitive. Stop in at the Bassano Building Centre and the Creaky Floor Hardware Store to get started today!

## STEPS

### STEP 1

Review the Permit Guide.

### STEP 2

Prepare your draft permit application (fill out the application form, draw your site plan, and explain in writing all the facts about your development). Know your land use district. This package is for the non-residential districts only.

### STEP 3

Set up a meeting with the Development Officer to review your draft application. We invite you to contact the Town Office if you have questions while you are working through your draft application (403-641-3788)

### STEP 4

After the Development Officer reviews your draft application, they will provide a checklist if additional information is required. If everything is complete, you will pay the permit fee and the Development Officer will process your application.

### STEP 6

Once you have your permits, you can begin your development.

# STEP 1

## Guidelines



The Guidelines section provides you with an overview of the LUB sections that apply to non-residential signs. It is important to understand the requirements of a sign when you start to plan your project.

Unless otherwise indicated, no one shall place or alter a sign including a temporary sign, without an approved development permit.

### What are the different types of signs?

#### CLASS



- A-Board sign
- Address sign
- Construction sign
- Directional and Informational sign
- Real Estate Sign
- Shingle Sign
- Window Sign

#### CLASS



- Banner Sign
- Canopy Sign
- Fascia Sign
- Inflatable Sign
- Projecting Sign

#### CLASS



- Freestanding Sign
- Mural Sign
- Roof Sign

## Development Permit Fees

	Permitted Use	Discretionary Use
Sign Permit	\$50.00	\$150.00

*Please note that additional fees for commencement of a development without a permit are applicable*

## KEY FACTS



### You Need to Know!

- Non-residential developments may be affected by other statutory plans as a result of their proposed location to include (but not limited to) 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.
- All construction sites must be secured. Excavation 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. A civic address is also required on the side of a corner lot.
- A fire permit must be obtained from the Town in accordance with the Fire Bylaw (#885/19) if a firepit is planned for at the development.

## STEP 5

### Building Permit



### Superior Safety Codes Permits

Once you have received an approved sign permit from the Town, you may be required to obtain **discipline permits** from **Superior Safety Codes**:

- Building Permit Application
- Electrical Permit Application

Superior Safety Codes enforces the Alberta Building Code on behalf of the Town. All discipline permits have associated fees. A copy of the Superior Safety Codes building permit application will be provided to you by the Development Officer in you pre-application meeting. The building permit fee will be directed by and payable to Superior Safety Codes

## STEP 6

Once your permits are approved you may begin your development.



### What is permitted where?

Use Type	C1	C2	I
Sign Class A	Permitted	Permitted	Permitted
Sign Class B	Permitted	Discretionary	Permitted
Sign Class C	Discretionary	Discretionary	Permitted

### Prohibited Signs

The following signs are prohibited :

- Employ revolving, flashing, or intermittent lights, or lights resembling emergency services, traffic signals, railway crossing signals, hazard warning devices or other similar lighting but does not include changeable content, sign projection styles or animation.
- Emit amplified sounds or music.
- Have changeable content, animation or pictorial scenes at a luminosity, intensity and/or interval which may create a public hazard or nuisance.
- Are located within the public right-of-way or on public property, except for a sign approved by the Town, which may include a canopy sign, projecting sign and temporary sign or a sign approved by the Province of Alberta or Federal Government.
- 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 excepting signs for special events organized by a non-profit association, group, or organization for a display time period not to exceed 24 hours.
- Do not have a development permitted but is required by LUB 921/21 to have one.

# Signs NOT Requiring a Development Permit:

- **Construction signs** which do not exceed 2.9 m<sup>2</sup> (32 ft<sup>2</sup>) in area and are removed within 21 days of the completion of construction.
- **Banner signs** which are displayed 30 days or less.
- **The alteration of a lawful sign** which only includes routine maintenance, painting or change in face, content or lettering and does not include modification to the sign structure, location, dimensions, or sign type.
- **All signs for public buildings.**
- **Real estate signs** provided they are removed within 30 days after the sale or lease.
- **Real estate open house A-board signs** provided they are removed within 24 hours of the open house.
- **On-premises directional and informational signage** and incidental signs 0.4 m<sup>2</sup> (4 ft<sup>2</sup>) or less in area.
- **Any traffic or directional and informational signs** placed by the Town, the Government of Alberta, or the Government of Canada.
- **Any window sign** in a non-residential district that is painted on, attached to, or installed on a window, provided that no more than 50 percent of the subject window area is covered.
- **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.
- **A-board signs** that are removed from the location daily when the business is closed.



## VARIANCE USE

Define the type of sign you are applying for and discuss the proposed variance with the Development Officer (i.e., class A, B, or C). Once verified, complete a non-residential permit application. Include a site plan of the proposed sign and a written description. The site plan must be one dimensional and include:

- Define the variance being sought.
- All structures on the property. The size of the structures must be listed (i.e., 40'x20' shop)
- The distances between all structures from the front, side, and rear property lines.
- Provide details on the proposed sign regarding color, design scheme (attach photos or illustrations if available), size, height, other applicable dimensions including support structures, and the materials and finish.
- Provide details on the message content and dimensions of the proposed sign face.
- Provide details on the type of illumination and/or changeable content if applicable.
- A civic address and north arrow.

## VARIANCE USE

### Document Checklist

	Fill out the permit application.
	Complete a one-dimensional site plan that addresses all structures (including the distance from the front, side, and rear property lines plus distances between structures) and location of the proposed sign.
	Provide details on the site plan regarding the exterior finish and the content of the sign (attach pictures of illustrations if available).
	Provide details on the site plan regarding the dimensions of the sign (length, height, and width).
	State the variance being sought.
	Submit your permit application with the applicable fee to the Town's Development Officer for processing.



# STEP 4

## Final Submission

### PERMITTED USE

Define the type of sign you are applying for and verify the LUB requirements with the Development Officer (i.e., class A, B, or C). Once verified, complete a non-residential permit application. Include a site plan of the proposed sign and a written description. The site plan must be one dimensional and include:

- All structures on the property. The size of the structures must be listed (i.e., 40'x20' shop)
- The distances between all structures from the front, side, and rear property lines.
- Provide details on the proposed sign regarding colour, design scheme (attach photos or illustrations if available), size, height, other applicable dimensions including support structures, and the materials and finish.
- Provide details on the message content and dimensions of the proposed sign face.
- Provide details on the type of illumination and/or changeable content if applicable.
- A civic address and north arrow.
- structures from the front, side and rear property line

### PERMITTED USE

### DOCUMENT CHECKLIST

Fill out the permit application.
Complete a one-dimensional site plan that addresses all structures (including the distance from the front, side, and rear property lines plus distances between structures) and location of the proposed sign.
Provide details on the site plan regarding the exterior finish and the content of the sign (attach pictures of illustrations if available).
Provide details on the site plan regarding the dimensions of the sign (length, height, and width).
Submit your permit application with the applicable fee to the Town's Development Officer for processing.

## What is a Temporary Sign?

A temporary sign means any sign permitted, designated, or intended to be displayed for a short period of time (not to exceed 60 days), including portable, balloon signs, developer marketing signs, window signs, banner signs, A-board signs, or any other sign that is not permanently attached to a building, structure, or the ground.



- Check with the Development Officer to verify if your temporary sign needs a permit.
- A development permit for a temporary sign will be valid for a period of no longer than 60 days.
- No temporary sign shall be suspended on or between the 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.
- A copy area of a temporary sign shall not exceed 3.7m<sup>2</sup> (40 feet<sup>2</sup>).

# GUIDE

- Signs generally must be limited to advertising or identifying the use of the property or the products and services available at the property, no sign types shall include off-premises sign content.
- All signs must be safely located and maintained in good condition. The location of a sign is at the discretion of the Development Authority.
- The location of any sign must not create a visual obstruction to vehicular traffic, obstruct the vision of or cause confusion with any information sign, traffic control sign or device, or create a potential hazard or conflict with rights-of-way, easements or routing of any public utility.

- Signs must be of quality construction and of a design suitable for public display and maintained in good repair and a safe and tidy manner.
- Signs shall be compatible with the general character of the surrounding streetscape and the architecture of nearby buildings.
- Signs adjacent to residential land use districts or which may influence residential uses, as determined by the Development Authority, may be subject to additional or modified standards to mitigate impact(s) of the sign on residential uses.
- Signs must not be in the public right-of-way or on public property, except for signs approved by the Town or by the

## WRITTEN DESCRIPTION— Standards

It is important that you explain in writing your development plans. More specifically, you need to describe what the sign looks like, the color, the design scheme (attach photos or illustrations if available), size, height, other applicable dimensions including support structures, and the materials and finish.



There is a small section on the permit application labelled *Description*. If you do not have enough space to explain your development plans, add a separate sheet.

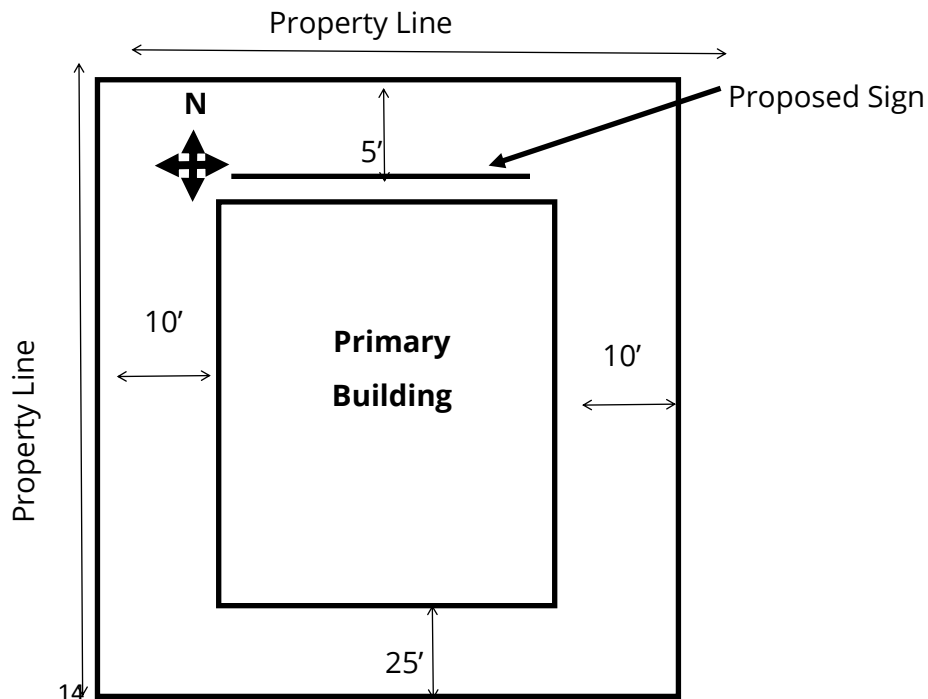
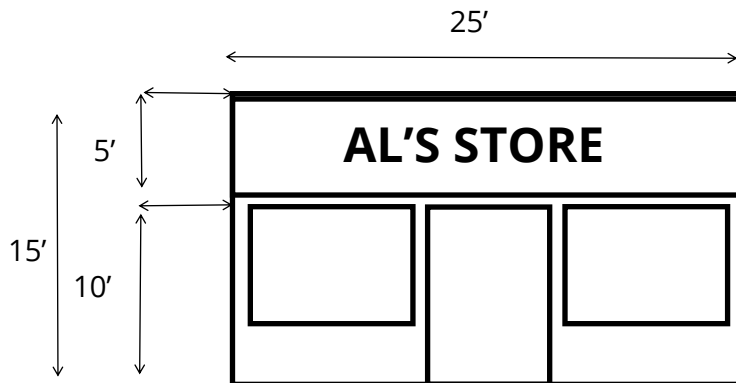
Fill in all the blanks on the development permit application form that you know.

## STEP 3

### Draft Application

It is highly recommended that you prepare a draft application and set up a meeting with the Development Officer to review.

## Example Site Plan



# LINES

Continued

- Where any sign extends over public land, the owner shall agree to a save harmless agreement with the Town.
- No sign shall be illuminated unless the source of light is steady and suitably shielded.
- Signs shall not be permitted to emit amplified sound or music or employ revolving, flashing or intermittent lights, or lights resembling emergency services, traffic signals, railway crossing signals, hazard warning devices or other similar lighting.
- Unless otherwise indicated, no signs can have electronic/digital copy.

- A business or building owner must remove the visible copy and image area of a derelict sign within 60 days of the business ceasing operations within the Town.
- The Development Authority may require the removal of any sign which in the opinion of the Development Authority:
  - is in a state of disrepair and it is unsightly or constitutes a hazard.
  - is no longer related to a business, event, product, or commodity located on the same parcel as the sign.
- When a sign cannot be clearly categorized as one of the sign types as defined in this bylaw, the Development Authority shall determine the sign type and any and all applicable Controls.

# STEP 2

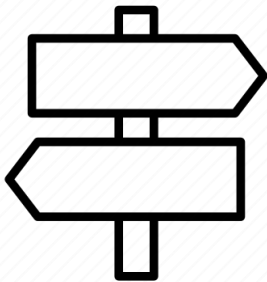
## Site Plan & Written Description

A site plan and written narrative are required as part of your development permit application.

### Planning—What to Include

You must include as part of the site plan and written narrative the following:

1. Description of the proposed sign and a plan drawn to scale, including the location of existing and planned buildings on the site, any utility right-of-way, access easement, and any other encumbrances
2. The colour and design scheme with an image of the proposed sign
3. The proposed location of the sign
4. The size, height, and other dimensions of the sign including any support structures
5. The content and message on the sign
6. All materials and finishes on the proposed sign
7. The proposed placement of the sign (you must ensure the sign is contained within your property boundary)
8. The type of illumination if any
9. The planned sign projection from the building if any



## Site Plan

The Site plan section provides you with specific requirements from the LUB that apply to non-residential signs regarding specific site standards.

01

Begin by preparing a site plan. A site plan is a simple sketch of your property. It is a one-dimensional drawing that shows where all the structures on your property are located, and where you plan to locate your accessory structure.

02

As you prepare your site plan, it is important to ensure you are following the minimum setback requirements. If you live on a corner lot, please follow the secondary front setback requirements—this means you have two front yards. Setback can be shown in feet or meters. Refer to the setback table below.

Use Type	Minimum Setbacks							
	Front		Secondary Front		Side		Rear	
	m	ft	m	ft	m	ft	m	ft
<b>Land Use District: C1</b>								
All Uses	0	0	0	0	0	0	7.6	25
All Uses where Adjacent to R1, R2, R3, RM & PR	0	0	0	0	3	10	7.6	25
Maximum Front Setback	1.5	5	N/A					
<b>Land Use District: C2</b>								
All Uses	7.6	25	3.8	12.5	3	10	7.6	25
All Uses where Adjacent to R1, R2, R3, RM & PR	7.6	25	3.8	12.5	6.1	20	7.6	25
<b>Land Use District: I</b>								
All Uses	7.6	25	3.8	12.5	3	10	7.6	25
All Uses where Adjacent to R1, R2, R3, RM & PR	7.6	25	3.8	12.5	6.1	20	7.6	25