



## Development Application Form - Signs

I hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Property Owner (if other than Applicant): \_\_\_\_\_ Telephone: \_\_\_\_\_

### SIGN INFORMATION

Measurements: \_\_\_\_\_ ft/ft<sup>2</sup> \_\_\_\_\_ m/m<sup>2</sup>

Property Address (Civic) of the location of the Sign: \_\_\_\_\_

Estimated Sign Cost: \_\_\_\_\_

Proposed Installation Date: \_\_\_\_\_ Proposed Removal Date (If Temporary): \_\_\_\_\_

Type of Sign (check one): \_\_\_\_\_ PROJECTING; \_\_\_\_\_ FREE STANDING; \_\_\_\_\_ PORTABLE; \_\_\_\_\_ FASCIA; \_\_\_\_\_ ROOF; \_\_\_\_\_ AWNING

Sign Face Dimensions: \_\_\_\_\_ X \_\_\_\_\_; Total Sign Area: \_\_\_\_\_ Overall Height of Sign: \_\_\_\_\_ (including base)

Distance to the nearest additional sign: \_\_\_\_\_ (separation distance)

Is the Sign Illuminated: NO  YES  If yes describe type of Illumination: \_\_\_\_\_

Base Description: \_\_\_\_\_

Other information: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Application Date: \_\_\_\_\_

Signature of the Property Owner: \_\_\_\_\_

*Authorization from the property owner must be included on or accompany this application.  
Signs adjacent to a highway must have provincial government approval.*

### DEVELOPMENT DECISION (COMPLETED BY DEVELOPMENT OFFICER)

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Tax Roll: \_\_\_\_\_ LUD: \_\_\_\_\_ LINC #: \_\_\_\_\_

Lot Type: Interior \_\_\_\_\_ Corner \_\_\_\_\_ Lot Shape: Regular \_\_\_\_\_ Irregular \_\_\_\_\_

File Number: D \_\_\_\_\_ - \_\_\_\_\_ Application Fee \$ **10.00** Fee Receipt Number: \_\_\_\_\_

APPROVED: \_\_\_\_\_ (Subject to all conditions and appeal periods)

DENIED: \_\_\_\_\_ Reason(s): \_\_\_\_\_

Date of Decision: \_\_\_\_\_

\_\_\_\_\_ By Development Officer \_\_\_\_\_ By MPC (Motion # \_\_\_\_\_)

Date of Issue of the Development Permit: \_\_\_\_\_

TEMPORARY - If Checked the Temporary Permit Expiry Date is: \_\_\_\_\_

Town of Hanna Authorized Signature: \_\_\_\_\_



## DEVELOPMENT APPLICATION INSTRUCTIONS - SIGNS

Complete the Development Application Form and submit with the site plan and applicable fees to the Town Office. This application will not be accepted without a completed site plan and payment.

On graph paper, draw a complete site plan of the property. A sample site plan is enclosed for your use & reference. (Do not write on or return the sample site plan).

### **A complete site plan is required regardless of the type of development, as it will become a permanent part of the land file.**

Your site plan must include the following:

- the type of use of each building- ie: house, garage, shed, workshop or tower.
- the shape and size of the lot showing the situation of all buildings and structures & PROPOSED SIGN(S).
- the size of buildings and structures.
- the distance between all buildings and all property lines (from the outside walls closest to the property line).
- Indicate driveways, garage door(s), vehicle parking and/or loading areas.
- position and height of all fences and/or hedges.
- indicate the adjacent streets, avenues and lanes.
- the direction of true north.
- drawers name & date of the drawing of the site plan.
- name & civic address of the property.
- the words \*NOT TO SCALE\*

Return the application and your site plan to the Town Office with a \$10.00 non-refundable application fee. For more information on payment options please visit our website at [www.hanna.ca/payment-methods](http://www.hanna.ca/payment-methods)

You should be contacted by the Development Officer within 20 days regarding your application. If not, please contact the Development Officer as indicated below.

If approved, you will receive a development approval permit. This will allow you to proceed in obtaining any other permits that may be required.

If denied, an appeal can be made to the Subdivision and Development Appeal Board, refer to the Land Use Bylaw for details.

For further information contact the Town of Hanna Development Officer:

David Mohl

Phone: 403-854-4433

Email: [dmohl@hanna.ca](mailto:dmohl@hanna.ca)



## LAND USE BYLAW RULES GOVERNING SIGNS

### SECTION 15 Signs excerpt from Hanna Land Use Bylaw #967-2012 on October 19, 2016

#### (1) General

The General requirements below shall apply to all signs in the Town of Hanna and all sign sections of the Land Use Bylaw as follows:

- (i) No signs shall be erected on land or affixed to any exterior surface of any building or structure unless an application for this purpose has been approved and a development permit has been issued, excepting those outlined in *Part III, Section 2 (9)* of this Bylaw.
- (ii) No signs shall be erected on or affixed to private property without the prior consent of the property owner.
- (iii) No signs shall be erected on or affixed to public property without the prior consent of the appropriate public body.
- (iv) No sign shall be erected so as to obstruct free and clear vision of vehicular traffic, or be located, or display a light intensity or colour where it may interfere with, or be confused with any authorized traffic sign, signal or device and in so doing create a traffic hazard.
- (v) All signs shall be attached to a foundation capable of supporting the sign.
- (v) The exterior finish and construction of all signs shall be of professional quality and appearance. Consideration should be made for orientation, climate, and environmental factors that may affect the sign appearance, condition or degradation over time.
- (vii) All signs shall be kept in a safe, clean, tidy and legible condition and may, at the discretion of the M.P.C., be required to be renovated or removed.
- (viii) Signs with inappropriate or no content shall, at the discretion of the Municipal Planning Commission, be order modified or removed.
- (ix) Signs advertising businesses no longer in operation shall be removed.
- (x) No person shall place a motor vehicle or a trailer on a site where the purpose for placing the motor vehicle or trailer on the side is to display a sign.
- (xi) The following separation distances between signs shall be applied:
  - (i) 15 m (50 ft.) on a parcel of land adjacent to a municipal road; and
  - (ii) 100 m (328 ft.) adjacent to a primary highway.
- (xii) For any sign which will overhang a sidewalk or other Town property, the owner of the sign shall:
  - (i) indemnify to hold harmless the Municipality for any claim related to the construction and maintenance of the sign;
  - (ii) furnish a public liability insurance policy of such an amount satisfactory to the Development Authority naming the Municipality as co-insured.
- (xiii) All development permits issued for signs shall be revocable at any time by the Development Authority if in the opinion of the development authority, the use has become detrimental to the amenities of the neighborhood.

Please Note: Regulations for individual types of signs can be found in the Land Use Bylaw #967-2012, Part VII General Regulations - Section 15, SIGNS, Subsections (1-13).

