



NOTIFICATION SIGNS

Information Guide for Applicants

OVERVIEW

The City of Beaumont requires the use of signage for a variety of development application types to support public participation and awareness through the development review and approval process.

WHAT APPLICATIONS NEED A SIGN?

The City of Beaumont currently requires the use of signage for the following types of projects:

- Development Permits for Discretionary Uses with potential off-site impacts
- Development Permits for Permitted Uses with a variance with potential off-site impacts
- Redistricting applications

For development permit applications, there are two types of signs that may need to be posted on your property:

- **Proposed Development Change** signs describe a development permit application and identify how the public can find additional information
- **Approved Development Change** signs provide notice to the public that a decision about an application was made and identifies how they can file an appeal

All redistricting applications require the use of a **Proposed Land Use Change** sign.

Once your application has been accepted and initially reviewed, your file manager will contact you to inform you if a sign, or signs, are required based on your application type.

Most projects will only require signs at one location on the site. However, if the site is located on a corner and/or is visible from two main roads, two signs may be required.

Additional information can be found about the use of signage in the City of Beaumont Land Use Bylaw under Section 5.16.1.

WHO MAKES THE SIGN(S) AND HOW BIG ARE THEY?

The City of Beaumont will create the sign template using the information the applicant provides as a part of the application process.

There are two sign sizes used by the City of Beaumont. Please refer to the table below to determine the appropriate sign for your project:

PROJECT TYPE	11"X17"	4'X6'
Single detached dwelling	✓	
Semi-detached dwelling	✓	
Addition	✓	
Accessory dwelling unit	✓	
Accessory development	✓	
Home based business	✓	
Multi-unit residential (5 or more units)		✓
Commercial development (under 500 sq m)	✓	
Commercial development (over 500 sq m)		✓
Land Use redistricting		✓

11"x17" signs will be printed and laminated by the City of Beaumont. You will be contacted by your file manager when the sign is ready for you to pick up and install. 11"x17" signs must be installed immediately to avoid project delays.

4'x6' signs must be printed by the applicant at their cost. The City of Beaumont will provide a printable PDF document suitable for commercial printer use. The signs must be constructed of all weather material to withstand outdoor environments. 4'x6' signs must be installed within 5 business days of receipt of the PDF document to avoid project delays.

WHERE DO I PUT THE SIGN(S)?

All signs must be on private property and easily visible and readable from the main street for the site or development. The City of Beaumont may grant permission to post signs on public rights-of-way in

exceptional circumstances. For signs to be installed on public property, the proposed location must be approved by the City of Beaumont prior to installation.

The file manager assigned to the file have the discretion to request additional signage to ensure the signs are visible to the public. The file manager will advise the applicant on the number and general locations required.

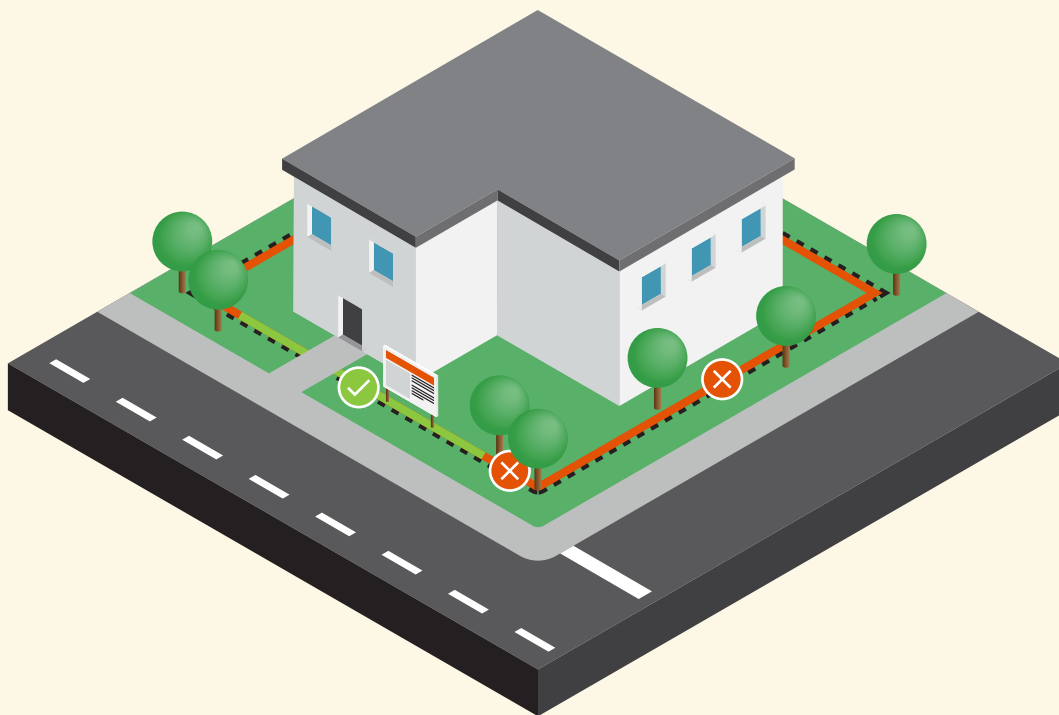
Signs must not interfere with pedestrians or traffic, or obstruct visibility to walkways, lanes, or driveways in a way that would create a hazard. Signs may be either freestanding or affixed to fencing. They may not be attached to private or public trees. They also may not be attached to street furniture, such as light standards or utility boxes.

11"x17" signs must be installed at a height where they will not be buried during snowfall.

4'x6' signs must be mounted at eye level height and in an area where the view of the sign is not obstructed from the adjacent roadway(s).

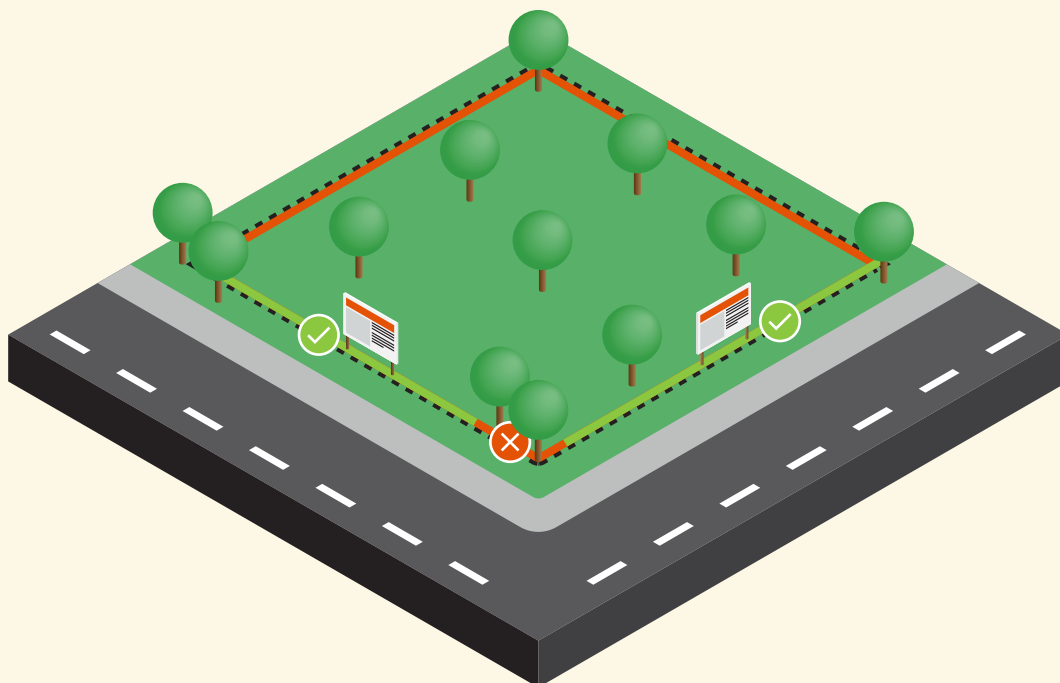
VISUAL GUIDE

Single Sign Placement Example



VISUAL GUIDE

Multiple Sign Placement Example



HOW DO I NOTIFY THE CITY THAT I POSTED THE SIGN(S)?

For all signs, a clear photograph of the sign installation with surrounding context must be provided by the applicant to the City of Beaumont upon installation.

HOW LONG DO THE SIGN(S) STAY UP?

For Development Permit applications, **Proposed Development Change** signs must stay up for at least 10 calendar days before a Notice of Decision is received. After the decision, the applicant may be required to post an **Approved Development Change** sign, which must be posted for the duration of the 21 day appeal period.

For redistricting applications, signs must stay up for the duration of the application process.

For all signs, the signs themselves must remain in good condition during the time they are posted. If the sign is damaged, the applicant must repair or replace the sign in a timely manner. Failure to do so could result in delays of the approval process.

Signs must be removed within 7 calendar days of the date of decision.

If you have questions about signage use in the development process, please contact City of Beaumont Planning and Development Services at **(780) 929-8782** or development@beaumont.ab.ca