
Development Permit Notification Signs

Information Guide for Applicants

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About This Guide

To support a high-level of transparency, public trust, and community participation, the Town of Canmore requires notification signs to be installed and visible on properties where an application and/or decision has been made for a Development Permit for a Discretionary Use or a Permitted Use with variance(s).

This information guide was created to support applicants in the creation and installation of notification signs. Additional information can be found under Section 1.10, *Processing of Development Applications*, in the Town of Canmore's [Land Use Bylaw](#).

If you have questions about signs or the approval process, please submit an inquiry using our online [contact form](#).

Frequently Asked Questions

What signs do I need for my Development Permit application?

Two notification signs are required if an application has been made for a Development Permit for a Discretionary Use or for a Permitted Use that requires variance(s).

- First, a Notice of Permit Application sign will need to be installed on the property that notifies the public that an application for a Development Permit has been made.
- Second, a Notice of Decision sign once a decision has been made by the Town with respect to the issuance of a Development Permit.

Applications for a Development Permit for a Permitted Use without variances are not required to post any notification signs.

What size of sign do I need?

The size of sign depends on the type of development being proposed. Please consult the table on page 6 to determine the required size and dimensions for your development.

Who is responsible for the notification signs?

The applicant is responsible for ensuring the Notice of Application and Notice of Decision signs are printed, installed, maintained, and removed from the site in accordance with the guidelines provided in this document and as described in the Land Use Bylaw. Town Administration are responsible for providing the applicant with the sign template(s) applicable for the proposed development.

Overview

The Town of Canmore requires certain notification signs to be installed at properties where an application has been made for a Development Permit. The signs are intended to:

- notify the public and interested parties of applications;
- inform them of the proposal, and;
- provide direction for where additional information can be found.

There are two notification signs that may be required depending on the proposed project: a Notice of Application sign and a Notice of Decision sign. Signs are not required for Development Permit applications for Permitted Uses unless they require one or more variances.

Town Administration will prepare printable sign files for applicants ; however, it is the applicant's responsibility to print, install, and remove all signage in accordance with the [Land Use Bylaw](#) and the summary information provided in this guide.

Sign Dimensions

The size and dimensions of the notification sign depend on the type of development, as shown in the following table.

Residential¹	18" x 24"	48" x 48"
Multi-unit (up to 5 units) ²	•	
Multi-unit (6 or more units) ²		•
Detached Dwelling	•	
Duplex Dwelling	•	
Addition	•	
Accessory Dwelling Unit (attached and detached)	•	
Accessory Development	•	
Bed & Breakfast	•	
Home Occupation	•	
Tourist Home	•	
Non-residential¹		
New Construction (less than 500 sq. m)	•	
New Construction (500 sq. m or more)		•
Renovation / Repairs	•	
Accessory Development	•	
Miscellaneous	•	
Change of Use	•	
Temporary Use ³		
Other¹		
Area Structure Plan or Area Redevelopment Plan amendments	•	
Land-use Bylaw Rezoning	•	
Subdivision (more than 3 lots)		•
New Area Structure Plan or Area Redevelopment Plan		•

¹ The Development Officer has the discretion to vary signage requirements outlined in the above table on a case-by-case basis, based on site-specific constraints affecting the ability to post the sign.

² Accessory Dwelling Units are excluded from the total unit count.

³ Sign size for a Temporary Use will be at the discretion of the Development Officer.

Types of Signs

There are two types of signs that may need to be posted on your property.

Notice of Application signs describe a proposed project and advise interested parties where they can find further information about the application.

Notice of Decision signs provide notice to the public and interested parties on the outcome of a Development Permit application and information on timing to file an appeal of the decision.

The steps on the following page will guide you through the process for creating, printing, and installing your notification signs.

Signage Steps

1 Receive printable files

The Town will use the information provided in your Development Permit application to prepare the necessary sign templates for you. The templates will be sent via email as printable PDF files.

The first sign is the **Notice of Application** sign. This will be provided once Administration determines all necessary information has been submitted and the application is deemed complete.

The second sign is the **Notice of Decision** sign. This will be provided once a decision has been made on the Development Permit.

Signs are only required if your application is for a Discretionary Use or a Permitted Use requiring variance(s).

2 Print the sign

Once you receive the printable file from the Town, send it to print immediately. We recommend the following specifications:

- **Material:** Weather-resistant material (e.g., Chloroplast)
- **Quantity:** 1 (unless directed otherwise by the Town)
- **Size:** Consult table on page 6
- **Cut:** To the labelled crop marks (0.125")

3 Install the sign

The finished sign must be promptly installed at the subject property. Once installed, take at least two photos of your installed sign—one close up and another showing location relative to the property line and street—and email it to your file manager.

Signs must be placed at the front of the property for visibility and ease of reading. For corner sites, the sign should be installed on whichever street is deemed to be the main street fronting the property. Signs are not permitted on public property and may not be attached to trees on public or private property. Please consult the installation tips and visual guide on the following pages for more information.

The applicant is responsible for maintaining the sign and ensuring it remains installed for the required duration.



Posting Duration:

Notice of Application: Must be posted for a minimum of 10 calendar days prior to Administration issuing a decision on the application.

Notice of Decision: Must be posted for at least 21 days for an appeal period.



Sign Installation: Tips

Location

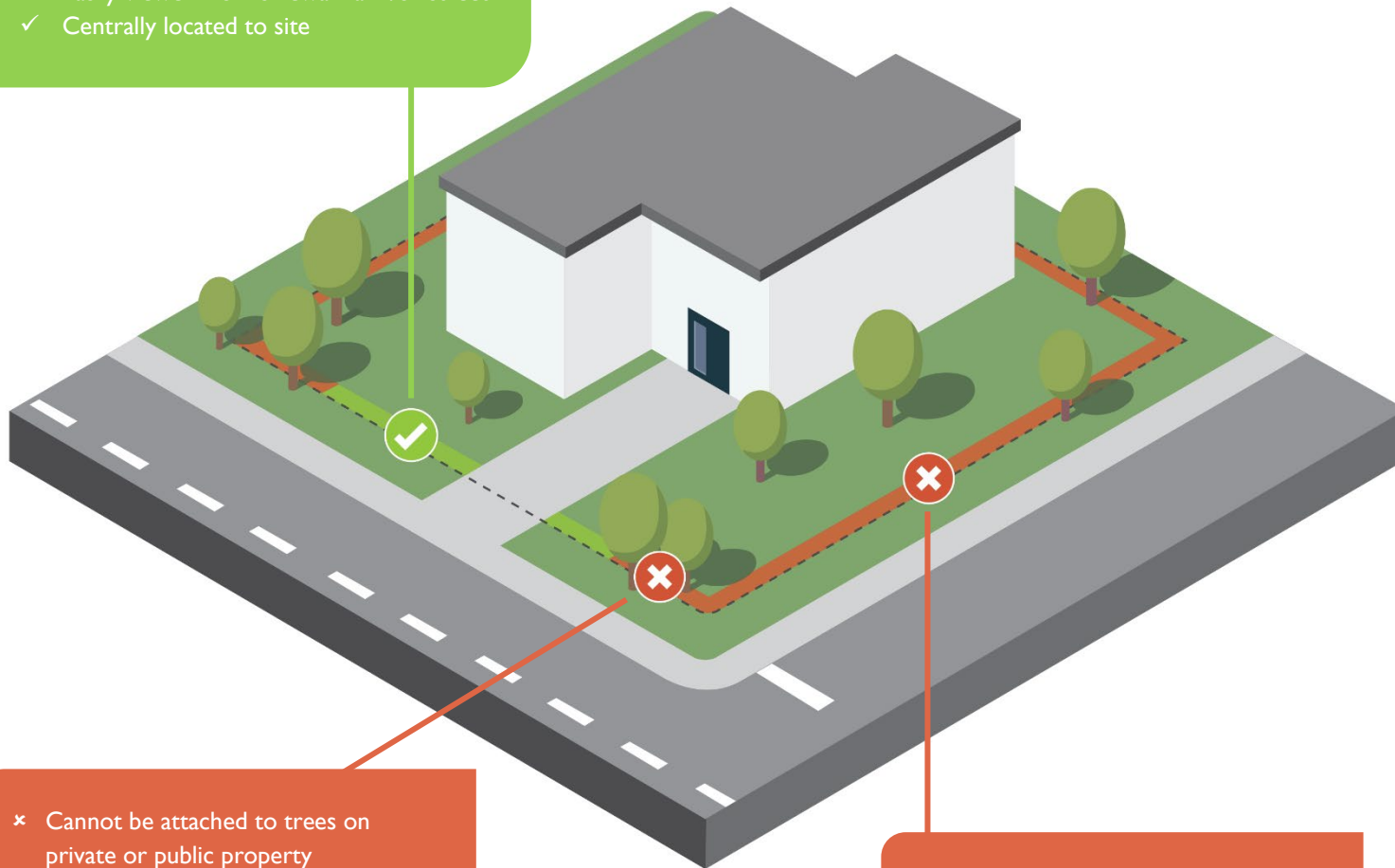
- ✓ Must be posted in an obvious and visible location that can be easily viewed and read by the public and is free from obstructions
- ✓ Must be located on private property within one (1) metre of the property line of the subject property(s)
- ✓ Must not obstruct vehicle, bicycle, or pedestrian sight lines or any traffic control sign or device

Mounting

- ✓ Should be mounted at eye-level height to ensure ease of reading (in most circumstances, the top of the sign should be no more than 2.4 metres high)
- ✓ Signs may be either free-standing attached to wood beams or affixed to fencing

Sign Installation: Visual Guide

- ✓ Installed on primary street
- ✓ Located on private property within one metre of property line
- ✓ Free from obstruction
- ✓ Easily viewed from sidewalk and/or street
- ✓ Centrally located to site



- ✗ Cannot be attached to trees on private or public property
- ✗ Should be installed in a location free from obstruction and easily visible

- ✗ Should not be installed on the side street or lane



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