

TOWN OF COCHRANE

101 RancheHouse Rd.
Cochrane, AB T4C 2K8
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DEVELOPMENT NOTIFICATION SIGN DESIGN GUIDELINES

A Development Notification Sign is a temporary sign that must be erected when a change is proposed to a property. This sign is a way to improve communication and inform the public that a change is proposed prior to a decision from the Development Authority. Interested residents can then contact the Town for more information regarding the application.

This guideline provides an overview of the Development Notification Sign requirements and process. These guidelines must be followed by the landowner or applicant for their application to be in conformance with the Land Use Bylaw.

OVERVIEW

When is a Development Notification Sign Required?

A Development Notification Sign must be placed on private property when the landowner, tenant or someone acting on their behalf applies for either:

- a) A development permit;
- b) A subdivision for infill purposes; or
- c) A re-designation amendment to the Land Use Bylaw.

However, a Development Notification Sign will not be required for the following types of development permit applications:

- a) Temporary signs;
- b) Fascia Signs;
- c) Community identification signs;
- d) Fence signs;
- e) Hanging signs;
- f) Projecting signs;
- g) Roof signs; and
- h) Variances to existing developments.

Sign Content

The Development Notification Sign should include the information listed below.

- a) The civic address of the property;
- b) The legal address of the property;
- c) A description of the proposed development including the use;
- d) The Town of Cochrane's file number;
- e) A rendering of the proposed development, as required by the Development Authority;
- f) Contact information for the Town of Cochrane; and
- g) Any other information required by the Development Authority.

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Minimum Sign Size

The size of sign required is based on the size of the subject property. The sign shall be:

- a) 0.12m² (11"x17") when the subject property, or a non-residential bay/unit, is equal to or less than 500m²;
- b) 0.37m² (2'x2') when the property is between 501m² and 4,047m²;
- c) 1.49m² (4'x4') when the property is equal to or greater than one (1) acre:

PROCESS

Creation of the Sign

When the subject property or bay is equal to or less than 500m², Administration will create, print, weather proof and erect the Development Notification Sign. Please notify the File Manager if you have concerns regarding the Town erecting the sign.

For all other properties, Administration will create a printable PDF of the sign and email it to the applicant once the application is deemed complete. In this email, administration will include how many signs are required. It is the applicant's responsibility to print and erect the sign on-site. The sign shall be able to withstand various weather conditions (ex. rain, wind, snow).

Installation of the Sign

The Development Notification Sign must be posted on-site within 7 days (including weekends) of the application being deemed complete by Administration. If the applicant is erecting the sign, a photo of the erected sign must be sent to the File Manager for it to be considered complete.

The sign must be placed on the subject property and can be free-standing or fixed to fencing. Signs may not be attached to trees or placed on public property.

A sign must be erected along each street frontage and within 2m of the property line.

The location of the sign cannot interfere with: traffic-controlled devices, vehicular sightlines, points of access or egress, fire hydrants and fire department connections.

Duration and Maintenance of the Sign

For Development Permit applications, the sign shall remain on the subject property until 30 days after the appeal period ends or 30 days after a decision from the Subdivision and Development Appeal Board

For subdivision applications, the sign must remain on the subject property until a decision is made by the Development Authority.

For Land Use Redesignation applications, the sign must remain until 30 days after the re-designation bylaw receives Third Reading or until the re-designation bylaw is defeated by Council.

It is the responsibility of the landowner, tenant or applicant to maintain the Development Notification Sign until it can be removed. Therefore, if the sign is destroyed or no longer legible, the sign shall be replaced or fixed at their cost.