



## What are Notice of Application Signs?

Notice of Application Signs are signs that inform the public of a potential development of a property or a change in the use of a property. These signs are placed on the property on which a development application has been made. Applicants are responsible for purchasing, installing, maintaining, and removing Notice of Application Signs.

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### WHAT TYPE OF APPLICATIONS REQUIRE A NOTICE OF APPLICATION SIGN?

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All applicants pursuing development applications involving one or more of the following application types are required to install, at their cost, a Notice of Application Sign on the development site:

- Official Community Plan (OCP) Amendment
- Zoning Bylaw (ZBL) Amendment
- Temporary Use Permit

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### HOW MANY NOTICE OF APPLICATION SIGNS ARE REQUIRED?

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- All applicants shall post a minimum of one (1) Notice of Application Sign on the respective development site.
- For large parcels with over 200m of street frontage, one (1) Notice of Application Sign shall be required for each 200m of street frontage, to a maximum of three (3) signs.

## Notice of Application Sign Preparation

### APPLICANT RESPONSABILITIES

- Applicants are required to submit a mock-up of the sign with their complete application for review and approval prior to final printing.
  - For concurrent applications, one sign indicating the nature of the proposal may be permitted.
- Applicants are responsible for printing and installing the sign and providing proof that the sign has been posted.

### CITY STAFF RESPONSABILITIES

- Provide Applicants with a Notice of Application Sign template following a pre-application meeting.
- Review the sign mock-up provided by the applicant and provide written comment via email to the applicant. Staff will also provide written instruction indicating when and where the Notice of Application Sign needs to be posted.



## IMPORTANT

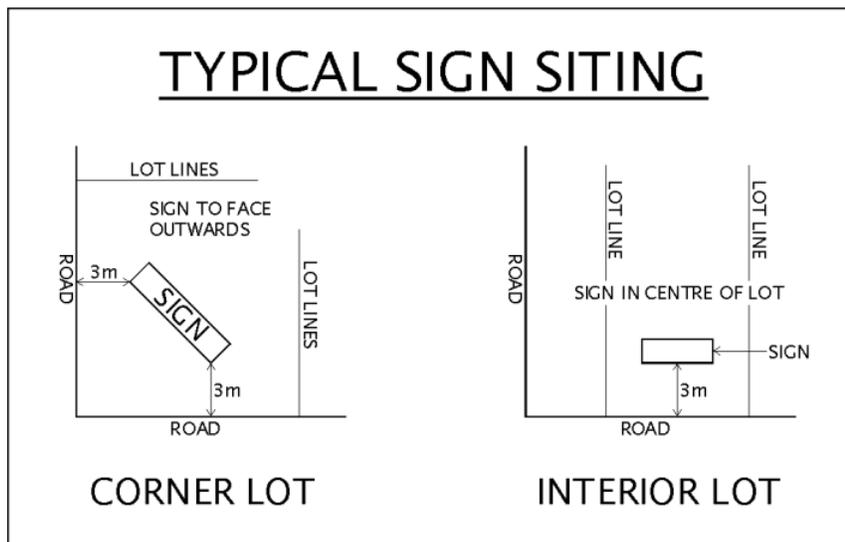
Applicants must install the Notice of Application sign within 10 days of staff's approval of the sign mock-up. The applicant must provide proof that the sign has been posted in the form of time stamped photos within this 10-day period. Any delays in printing and installation of the signs shall be communicated by the applicant to City Staff as soon as reasonably possible.

## How to Install Notice of Application Signs

### SITING AND ORIENTATION

All Notice of Application Signs must:

- Be placed on the development property at a setback of 3 metres from the front property line as demonstrated in the below diagram.
- Face the street and be clearly visible.
- Be located so as not to interfere with pedestrian or vehicular traffic, or obstruct visibility from streets, lanes, walkways or driveways so as to create a hazard.
- Be installed at a height so as not to be buried or obstructed by snow.
- Be installed in a sound manner and must be capable of withstanding wind and weather.





## How to Maintain Notice of Application Signs

### MAINTENANCE AND AMENDMENTS

- Applicant must ensure the signs remain intact and visible as per the sign siting specifications until such time the sign can be removed.
- If any significant amendments are made to the application, the applicant will be required to install new signs reflecting the change in application. The applicant will provide a mock-up of the sign to the City Staff for review and approval prior to final printing.

## When to Remove Notice of Application Signs

- Signs must be removed by the applicant within seven (7) days following:
  - a) The adoption of the amending bylaw; or
  - b) The final consideration of a Temporary Use Permit by Council; or
  - c) The abandonment of the application.

## What Should a Notice of Application Sign Look Like?

### TYPICAL DIMENSIONS

- Typical dimensions for Notice of Application Signs are 4 x 6 feet.
- Examples of Notice of Application Signs from other municipalities:



Disclaimer: Please be aware that this guide may not include all details required to install a sign for your proposed or approved project. For more information, please refer to the City's Development Application Procedures Bylaw No. 2356 or contact the Development Services Department for more information.



## Development Proposal Signage Template

# DEVELOPMENT PROPOSAL



File No:  
Address:  
Summary:

MAP / RENDERING

**FOR MORE INFORMATION**  
Contact the following for additional details.

**Developer Contact:**  
Agent Name  
Phone Number  
Email

**City Contact:**  
CITY OF REVELSTOKE  
216 Mackenzie Avenue  
Second Street Entrance  
Revelstoke, BC V0E 2S0

(250) 837-3637  
development@revelstoke.ca  
revelstoke.ca

Applicants must use the above template for Notice of Application Signs, ensuring that the sign includes all the specifications of the development and be accompanied with a map or rendering of the proposed development. The site map must show the project location, adjoining roads and properties, address, and a north arrow.