

PART 11 SIGNS

11.1 REGULATION PROCEDURES

- (1) A sign that requires a sign permit according to 11.2 is an accessory use in all districts.
- (2) The Development Authority may, by notice in writing:
 - (a) direct the owner to correct the condition of any sign or remove any sign within 30 days of receipt of the notice where, in the opinion of the Development Authority, that condition or sign constitutes a violation of this bylaw or any permit hereunder, has become unsightly or is unsafe;
 - (b) order the owner to stop work on a sign if it is proceeding in contravention of this Bylaw;
 - (c) order the owner to stop work on a sign if a permit has not been issued.

11.2 SIGN PERMIT AND REQUIREMENTS

- (1) Except as provided in Section 11.3, no person shall place, replace, erect or use any sign without first obtaining a sign permit.
- (2) Except as provided in Section 11.3, signs shall be deemed accessory uses and no person shall place, replace, erect or use any sign without first obtaining a sign permit.
- (3) The Development Authority may issue a sign permit if the sign complies with the provisions of the Land Use Bylaw.
- (4) The sign permit shall bear the date on which it is issued and if active work is not commenced within the period of 12 months from the date of its issuance, the sign permit shall expire and become invalid, unless the Development Authority approves an extension of time which must be requested by the owner in writing.
- (5) Provided the sign is erected within 12 months of the date of issue of the permit, the permit shall continue in force from year to year.
- (6) An application for a sign permit shall include the following:
 - (a) a certified copy of the title to the satisfaction of the Development Authority;
 - (b) the name and address of:
 - (i) the sign company responsible for the sign; and
 - (ii) the owner of the sign; and

- (iii) the registered owner of the land or premises upon which the sign is to be erected.
- (c) a site plan designating location and setback requirements;
- (d) a plan showing the following construction details:
 - (i) a rendering/illustration of the proposed sign;
 - (ii) the overall dimensions of the sign and the total sign area;
 - (iii) the amount of projection from the face of the building, where applicable;
 - (iv) the amount of projection over City's Property, where applicable;
 - (v) the height of the top and the bottom of sign above the average ground level at the face of the building or sign;
 - (vi) the distance to aerial power lines from freestanding signs.
- (e) non-refundable application fees in accordance with a schedule as set from time to time by resolution of Council, as required.
- (7) Normal maintenance of a sign in accordance with an existing permit does not require a new permit.
- (8) Whenever the conditions of installation require unusual structural provisions, the Development Authority may require that a structural drawing be prepared by and bear the seal of a professional engineer.
- (9) Upon application by the Owner, the Development Authority may consider a relaxation of only the size, dimension, area or distance separation for any sign, and the Development Authority may, if it considers that the request is reasonable, grant a relaxation for those items only.

11.3 SIGNS NOT REQUIRING A SIGN PERMIT

- (1) The following signs shall not require a sign permit but must comply with the regulations of the Land Use Bylaw as amended, where applicable:
 - (a) Any temporary or permanent sign required to be displayed on property and right-of-way by, or on behalf of the federal, provincial or municipal government;
 - (b) street numbers or letters displayed on a premises where together the total copy area is less than 1.2 square metres;

- (c) one non-illuminated sign with a total copy area not exceeding 0.3 square metres for each major home business, bed and breakfast establishment or guest ranch that has been issued a development permit. The sign shall be either affixed to the building, placed in a window, or located in the front yard and shall be of high quality appearance, construction and finish to the satisfaction of the Development Authority, in order to ensure that the sign does not detract from the character and appearance of the neighbourhood.
- (d) a fascia sign which is attached to a residential dwelling unit or its accessory buildings and states no more than the name of the building or the name of the persons occupying the building or both, provided that the total sign area does not exceed 0.3 square metres;
- (e) a fascia sign or a canopy sign which is attached to a building other than a residential dwelling unit and states no more than:
 - (i) the name or address of the building;
 - (ii) the name of the person or institution occupying the building; and
 - (iii) the activities carried on in the building including hours of operations and rates charges, provided the total sign area does not exceed 1.50 square metres;
- (f) a real estate property management sign provided that the total sign area does not exceed 1.0 square metres in Residential Districts;
- (g) a real estate or property management sign provided that the total sign area does not exceed 6.0 square metres in any other district;
- (h) signs placed on a premises for the guidance, warning or restraint of persons;
- (i) candidates' election signs between two weeks prior to nomination and 48 hours after election date;
- (j) directional signs with an area less than 1.4 square metres;
- (k) temporary signs on private property, with an area less than 3.0 square metres intended to advertise any local event being held for charitable purposes, which may be religious, educational, cultural, political, social or recreational, but not for commercial purposes;
- (l) construction signs, in accordance to a Development Agreement, and provided they conform to the following requirements:
 - (i) there shall not be more than a total of four construction signs per site, and:
 - (A) in residential subdivisions, the total area of all four construction signs shall not exceed 6.4 square metres; and,
 - (B) in commercial and industrial subdivisions, the total area of all four construction signs shall not exceed 25 square metres;

- (ii) no individual construction sign in a residential area may exceed 3.0 square metres in area;
 - (iii) all construction signs must be located on private property;
 - (iv) construction signs shall be professionally designed and maintained to the satisfaction of the Development Authority; and,
 - (v) construction signs may be erected within a period starting not earlier than six (6) months before the date of intended construction and ending three (3) months following the completion of construction, but in no case shall a construction sign be erected for a maximum total time period of over 18 months.
- (m) Billboard signs as per a Development Agreement for subdivisions on larger developments.
 - (n) The alteration of a sign including routine maintenance, painting, or change in face, copy or lettering.

11.4 SIGN OWNER'S RESPONSIBILITY

- (1) Neither the granting of a sign permit, nor the approval of the plans nor any inspections made by the Development Authority shall in any way relieve the Owner from full compliance with the Land Use Bylaw or other applicable legislation.
- (2) Development Permit approval for a sign on public property, or projecting over public property shall not be issued until proof of liability insurance in an amount not less than one million (\$1,000,000) Dollars to save harmless the City for any damage or injury that may be caused by the sign, has been filed with the Development Authority. In the event that the sign permit holder does not obtain or maintain such insurance, or allows such insurance to lapse without renewal thereof, the permit issued for the sign shall be deemed to be revoked and the sign permit holder shall forthwith remove, take down or demolish the sign.
- (3) The Owner of a sign shall permit Development Authority representatives to enter the Owner's premises at any reasonable time for the purpose of inspecting the sign or administering or enforcing this bylaw.
- (4) The owner or the lessee of a sign shall at all times maintain the sign in a proper and safe state of repair and shall not allow or permit the sign to become dilapidated or unsightly. Where the Development Authority finds a sign to be abandoned or in a state of disrepair, the Development Authority may, by notice in writing, order the registered owner, the person in possession of the land or building, or the person responsible for the abandoned or dilapidated sign to:
 - (i) Remove the sign and all related structural components within a specified time period, as outlined in the written notice, or
 - (ii) Take such measures as are specified in the written notice to alter and refurbish the sign.

- (5) In the event that an existing sign is causing a public safety problem, is abandoned or in a state of disrepair and the person has not responded to the official written notice outlined in subsection (4) above, the City has the authority to enter the subject property and remedy the situation and may charge the invoice against the owner's tax roll and the debt shall be collectible and recoverable in a like manner as municipal taxes.
- (6) Unless otherwise allowed in this Bylaw, no person shall attach anything to an existing permitted sign unless a new permit is issued for such addition.

11.5 STRUCTURAL PROVISIONS

- (1) All sign structures shall be securely built, constructed and erected to conform to the standards set forth in this Bylaw and the current Alberta Safety Codes as applicable.

11.6 SAFETY PROVISIONS

- (1) No person shall:
 - (a) erect or maintain any sign that is in contravention of this or any other City's bylaw;
 - (b) erect a sign or sign structure on any exterior stairway, fire escape, fire tower or balcony serving as a horizontal exit; or,
 - (c) erect a sign so that any portion of the surface or supports will interfere in any way with any of the following;
 - (i) any opening necessary for a standpipe, required light, ventilation or exit from the premises,
 - (ii) the free use of any window above the first storey, or,
 - (iii) the free passage from one part of a roof to another part of the same roof;
 - (d) erect, construct or maintain a sign or a display structure so as to create a hazard for pedestrian or vehicular traffic by blocking sight lines between pedestrian and vehicular traffic or distracting a driver or pedestrian, as determined by the Development Authority;
 - (e) erect, construct or maintain any sign which makes use of the words, "STOP", "LOOK", and "DANGER" or any other word, phrase, symbol or character in such a manner as to interfere with, mislead or confuse traffic.

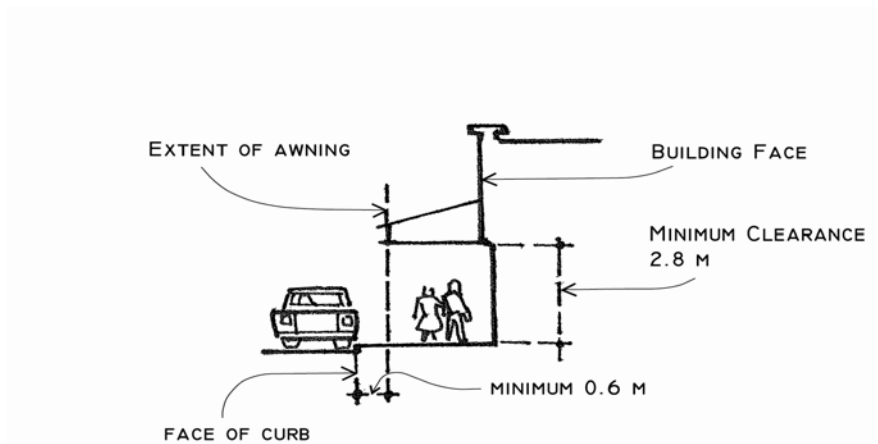
11.7 ILLUMINATION PROVISIONS

- (1) No signs or advertising structures shall have flashing or running lights.
- (2) No permit shall be issued for and no person shall erect, install or maintain an electric sign, unless it conforms with the current Alberta Safety Code and regulations thereto.

- (3) Signs operating or employing stereo-opticon, video, motion pictures, laser or other similar projection devices may be allowed in commercial, industrial and public service districts at the discretion of the Development Authority.
- (4) Illuminated signs must be designed to ensure that the source of light is suitably shielded to;
 - (a) Not adversely affect neighboring properties;
 - (b) Not cause confusion with traffic lights or traffic signs; and
 - (c) Not endanger the progress of traffic.

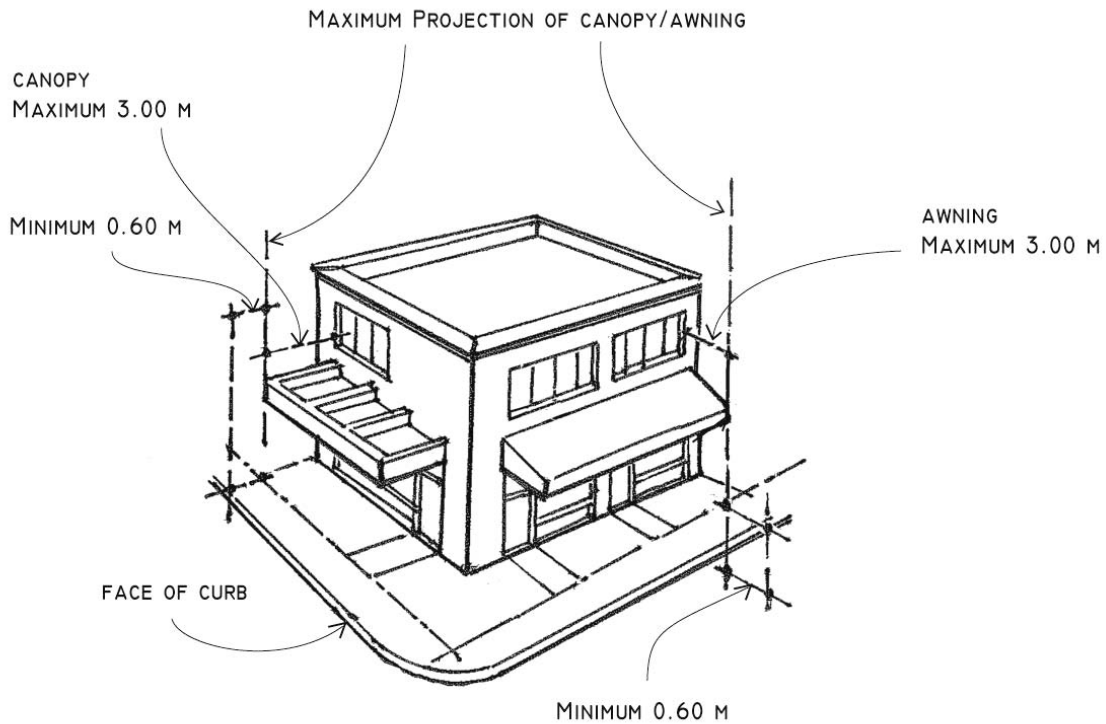
11.8 AWNING AND CANOPY SIGNS

- (1) Awning and canopy signs shall only be allowed in commercial and industrial districts.
- (2) Awning and canopy signs shall not project from the building to a point greater than where a perpendicular line from the front edge of the awning will intersect the sidewalk 0.60 metre from the face of curb.



- (3) Canopy signs may be attached to the sides and front of the canopy, and such signs may extend the entire length and width of the canopy.
- (4) Under canopy signs may be hung from the canopy provided such signs shall not:
 - (a) extend beyond the sides or the front of such canopy; and
 - (b) exceed a vertical dimension of 1.50 metres.
- (5) No person shall erect an awning sign, a canopy sign or an under canopy sign unless such sign:
 - (a) is securely hung and anchored to the building to which it is attached;
 - (b) the structure to which it is attached is capable of resisting all stresses resulting from dead weight, snow and wind loads;

- (c) is at clearance of not less than 2.80 metres from the average ground level at the face of the building;
- (d) does not project more than 3.00 metres from the face of the building or structure to which it is attached.



- (6) Projecting signs installed over or above canopies shall not be supported by the canopy.

11.9 BILLBOARDS

- (1) A billboard sign shall not:
 - (a) be more than 3.00 metres high, and not more than 6.00 metres long;
 - (b) have a maximum height above grade of more than 6.00 metres;
 - (c) have a maximum area exceeding 20 square metres;
 - (d) be located closer than 3.00 metres to any property line;
 - (e) be erected, constructed, altered or used anywhere within the City of Cold Lake except as provided by this and other bylaws of the City.

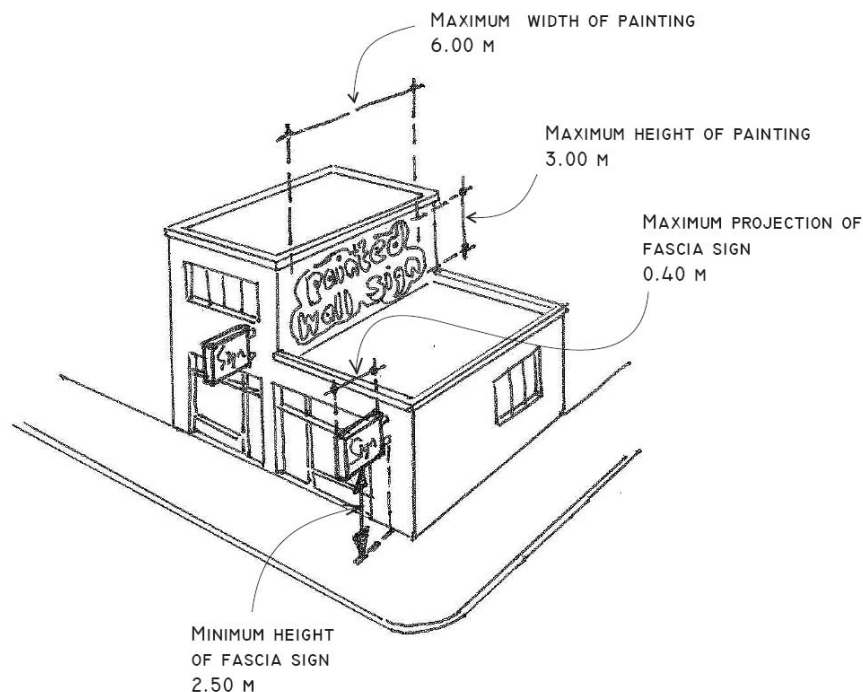
- (2) The land and the sites in and about where the billboards are permitted shall be at all times maintained in a neat and clean manner, free from all loose papers and rubbish. A second face may be required on the billboard where the back of the billboard is visible to pedestrian or vehicle traffic.
- (3) An existing billboard may be relocated on the same site with the approval of the Development Authority.

11.10 FASCIA SIGNS

- (1) Fascia signs shall not be located above any portion of a street, or project over public property unless there is a minimum clearance from grade of 2.50 metres and a maximum projection of 0.40 metre.
 - (a) A fascia sign shall not exceed 15% of the visible area of the façade of each wall of the building on which it is located.
 - (b) A fascia sign may be illuminated.

11.11 PAINTED WALL SIGNS

- (1) A painted wall sign shall not exceed 3.00 metres in height and 9.00 metres in length.
- (2) Only one sign per wall is permitted.
- (3) Notwithstanding Section 11.11(1), a supergraphic may be the entire length of an exterior wall providing the design has been approved by the Development Authority.



11.12 FREESTANDING SIGNS

- (1) A freestanding sign may be allowed in a setback area as established in the Land Use Bylaw and is subject to the condition that it be removed or relocated at the owner's expense upon request by written notice from the City of Cold Lake.
- (2) Freestanding signs may be allowed in commercial (except the Lakeshore Commercial (LC) District), industrial and public service districts at the discretion of the Development Authority subject to the following conditions:
 - (a) One (1) freestanding sign shall be allowed per lot frontage for the purpose of identifying the use or building on that lot;
 - (b) The freestanding sign shall be designed in a manner which is architecturally compatible with the general of the building and/or the surrounding streetscape, as approved by the Development Authority;
 - (c) The maximum area of a freestanding sign within the C1, and C3 Districts shall not exceed 12 square metres;
 - (d) The maximum area of a freestanding sign within the C2, LI, HI and PS Districts shall not exceed 31.5 square metres;
 - (e) The maximum height of a freestanding sign within the C1, and C3 Districts shall not exceed 9 metres;
 - (f) The maximum height of a freestanding sign within the C2, LI, HI and PS Districts shall not exceed 13 metres;
 - (g) Where more than one business occupies a building, additional signage shall be located in accordance with a comprehensive sign package prepared for the building, and submitted as part of the required landscape plan;
 - (h) The freestanding sign may be illuminated, but shall not have flashing or intermittent lights or devices or mechanisms that create the impression of flashing or intermittent lights. Reader board signs are however permitted; and
 - (i) At the discretion of the Development Authority, landscaping may be required at the base of the freestanding sign.
 - (j) Notwithstanding the provisions herein, freestanding signs not exceeding 12 square metres that promote the community may be permitted on private or public lands in any district at the discretion of the Development Authority.
- (2) Unless the Development Authority approves a lesser distance, the bottom of a freestanding sign shall be a minimum of 3.60 metres above grade and the space between the bottom of the sign and the grade shall be unobstructed, except for such supports as the sign may require.

11.13 INFLATABLE SIGNS

- (1) As an accessory use, subject to the issuance of a development permit, an inflatable sign may be allowed in the C1, C2, LC, PS, IP, LI and HI districts.
- (2) A development permit issued for an inflatable sign is valid for a maximum 30 consecutive days. Following the expiration of the development permit, the property shall remain free of inflatable signs for a minimum of 30 consecutive days. Inflatable signs may be displayed on a site for a maximum of 90 days in each calendar year;
- (3) If mounted on a building, the vertical dimension of the inflatable sign, together with the building height must not exceed the maximum height allowances in the district;
- (4) If mounted on the ground, an inflatable sign must not exceed 8 metres in height;
- (5) Inflatable signs must be set back a minimum of 2 metres from all property lines;
- (6) In the case of a corner lot, the inflatable sign shall not be located within the corner visibility triangle;
- (7) The siting of a ground mounted inflatable sign shall not interfere with pedestrian or vehicular access to or from the site.

11.14 PROJECTING SIGNS

- (1) No projecting sign shall be erected so that the bottom thereof is less than 2.80 metres above the sidewalk; provided however, where traffic lights may be obscured in the opinion of the Development Authority, the minimum requirement for the bottom of the projecting sign may be increased to a height of 3.60 metres or more above the sidewalk.
- (2) All projecting signs shall maintain the required clearance from overhead power and service lines as required forth under The Alberta Electrical Utility Code and the current Alberta Safety Codes Act.
- (3) The maximum area of a projecting sign shall be 4.5 square metres.
- (4) The nearest edge of a projecting sign shall not be set off more than 0.30 metre from the building face.

11.15 SUBDIVISION IDENTIFICATION SIGN

- (1) A Subdivision Identification Sign is allowed as per a Development Agreement, and must meet the following requirements:
 - (a) it must be professionally designed and maintained;
 - (b) the appearance and contents of the sign must be approved by the Development Authority;
 - (c) it must be located on private property adjacent to the entry of the subdivision;

- (d) it may not exceed 12.0 square metres in area unless the sign is located more than 100 metres from a roadway and is approved by the Development Authority; and
- (e) not more than one sign for each entrance to the subdivision;

11.16 WALL SIGNS

- (1) Wall signs shall be securely fastened to walls and shall not be entirely supported by an unbraced parapet wall.
- (2) The maximum horizontal dimension of a wall sign shall be 6.00 metres.

11.17 TEMPORARY/PORTABLE SIGNS

- (1) Notwithstanding any other provision of this Bylaw to the contrary, Temporary/Portable Sign(s) advertising commercial and non-profit organization events are permitted adjacent to roadways within public road allowances subject to the following:
 - (a) Temporary/Portable Sign(s) shall require Development Permits and each commercial event shall require a separate permit;
 - (b) Temporary/Portable Sign(s) for commercial events shall only be permitted within the C1-Downtown Commercial, C-2-Arterial Commercial, LI-Light Industrial and HI-Heavy Industrial Land Use Districts;
 - (c) Temporary/Portable Sign(s) shall only be permitted to remain in place for a period of not more than two (2) weeks prior to the commercial event being advertised and must be removed within one (1) week following the event;
 - (d) Temporary/Portable Sign(s) shall not be greater than 3.0 square metres in area;
 - (e) Temporary/Portable Sign(s) shall not be permitted within 1.8 metres of the travelled portion of any road;
 - (f) Temporary/Portable Sign(s) shall not be located on sidewalks or public walkways or any other location that may impede pedestrian access or City road side maintenance operations;
 - (g) Temporary/Portable Sign(s) shall be located in such a manner that they will not impair vision of pedestrians and motor vehicle operations;
 - (h) Temporary/Portable Sign(s) shall not be permitted within the site triangle of any intersection as described in Subsection 6.5 hereof;
 - (i) Temporary/Portable Sign(s) for a particular commercial event shall not be permitted to be placed more than 500 metres in any direction from the boundary of the commercial property where the event is to take place and not more than one Temporary/Portable Sign permit may be issued within the 500 metre limit at any one time;

- (j) Temporary/Portable Signs shall not be illuminated;
- (k) The Temporary/Portable Sign permit holder shall be required to provide proof of liability insurance in an amount not less than One Million (\$1,000,000.00) Dollars and shall save harmless the City for any damage or injury that may be caused by the Temporary Sign(s);
- (l) The Temporary/Portable Sign permit holder shall save harmless the City for any damage done to Temporary/Portable Sign(s) as the result of normal road or road side maintenance undertaken by the City;
- (m) Temporary/Portable Sign(s) that are damaged shall be removed and replaced by the permit holder within 12 hours of the damage;
- (n) Temporary/Portable Signs(s) that are moved from an approved location due to weather conditions or other similar occurrences shall be relocated to the approved locations by the permit holder within 12 hours of the occurrence;
- (o) The City may at any time remove Temporary/Portable Sign(s) to accommodate road way or road side repair or maintenance operations or in the event that the location of the Temporary/Portable Sign(s) are deemed by the City to be a road way or pedestrian hazard.

11.18 SANDWICH BOARD SIGNS

- (1) Notwithstanding any other provisions of this Bylaw to the contrary:
 - (a) Sandwich Board Signs advertising commercial businesses or non-profit organization events shall only be permitted on public sidewalks and private lands within the C1-Downtown Commercial, LC-Lakeshore Commercial, C3-Neighbourhood Commercial and RMX-Residential Mixed Use Land Use Districts subject to the following conditions:
 - (i) Sandwich Board Sign(s) shall require a Development Permit;
 - (ii) Permitted Sandwich Board Sign(s) advertising commercial businesses shall be permitted to remain in place on public sidewalks only during regular business hours. Permitted Sandwich Board Sign(s) advertising commercial businesses located on private property may remain in place at all times of the day;
 - (iii) Permitted Sandwich Board Sign(s) advertising non-profit organization events shall be permitted to be in place on public sidewalks and/or private property for up to three (3) full days prior to the event being advertised and must be removed within 24 hours following the conclusion of the event;
 - (iv) Not more than one (1) Sandwich Board Sign per business shall be permitted except where a business is located on a corner lot in which case one (1) Sandwich Board Sign shall be permitted to be placed on the public sidewalk adjacent to each of the streets that abut the business. In the case of non-profit organization events, not more than five (5) Sandwich Board Signs shall be permitted per event;

- (v) Sandwich Board Sign(s) advertising commercial businesses whether on a public sidewalk or private property shall be located directly in front of the businesses being advertised by the sign(s). Public sidewalk and private property locations for Sandwich Board Sign(s) advertising non-profit organization events shall require the approval of the Development Authority;
- (vi) No Sandwich Board Sign(s) shall be located in a manner that would impede pedestrian movement along sidewalks or impede the movement of handicapped persons using sidewalks;
- (vii) The Sandwich Board Sign permit holder shall save harmless the City for any damage that may result from normal road and sidewalk maintenance undertaken by the City;
- (viii) Sandwich Board Sign(s) that are damaged shall be removed from the approved sidewalk location by the permit holder within 12 hours of the damage;
- (ix) Sandwich Board Sign(s) that are moved from an approved location due to weather conditions or other similar occurrences shall be replaced in the approved location by the permit holder within 12 hours of the occurrence;
- (x) The City may at any time remove Sandwich Board Sign(s) to accommodate sidewalk and road repair or maintenance operations, or in the event that the Sandwich Board Sign(s) are deemed by the City to be a roadway or pedestrian hazard;
- (xi) The Sandwich Board Sign permit holder shall be required to provide proof of liability insurance in an amount not less than One Million (\$1,000,000.00) Dollars and shall save harmless the City for any damage or injury that may be caused by the Sandwich Board Sign(s).