

## 10.1.0

**DEFINITIONS**

The following definitions and any other applicable definition in this Bylaw shall apply to signs.

**"A-board"** means a self supporting A-shaped sign or sandwich board which is set upon the ground and has no external supporting structure.

**"advertising sign"** means a sign directing attention to or identifying, in any matter an object, event or person.

**"area"** means the size of the surface of the face of a sign;

- (a) and in the case of a sign comprising individual letters or symbols, means the size of a single geometric figure (e.g. square, rectangle, circle, triangle, trapezoid) which would enclose all of the letters or symbols; and
- (b) in the case of a sign comprising two or more faces, means one-half of the size of the surface of all the faces of the sign.

**"awning sign"** means a sign which is painted on or affixed flat to the surface of an awning.

**"bench sign"** means a sign which is painted on or affixed flat to a bench.

**"billboard"** means a sign to which advertisement copy is pasted, glued, painted or otherwise fastened to permit its periodic replacement.

**"canopy sign"** means any sign attached to, or constructed in or on a canopy and may include a computerized sign.

**"community advertising sign"** means a sign sponsored by an Okotoks Community Business Group or Association for the purpose of identifying and promoting individual businesses, business groups or associations in a business directory format and may be incorporated into a community information sign.

**"community information sign"** means a sign sponsored directly or indirectly by the Municipality which provides information about the Town of Okotoks and may include a computerized sign and space for information about special community events.

**"computerized sign"** means a sign on which the copy changes automatically and many include an electric message center, or an electric or electronic time and temperature unit.

**"directional sign"** means a sign which gives direction to a private premises.

**“fascia sign”** means a flat sign, plain or illuminated, running parallel for its whole length to the face of the building to which it is attached and may include a computerized sign.

**“flashing sign”** means a sign which contains an intermittent or flashing light source but does not include a computerized sign.

**“freestanding sign”** means a sign supported independently of a building, wall, or structure and attached permanently to the ground and may include a computerized sign. It is supported by one or more columns, uprights, or braces in or upon grade.

**“identification sign”** means a sign which contains no advertising, but is limited to the name, address and number of a building, institution or the occupation of the person.

**“neighborhood identification sign”** means a sign which states the name of a neighborhood and may contain a logo or symbol which is related to the neighborhood.

**“portable sign”** means a sign, excluding an A-board sign, that can be carried or transported from one site to another.

**“projecting sign”** means a sign other than a canopy or awning sign which projects from a structure or a building face or wall.

**“roof sign”** means any sign erected upon, against, or above a roof or a parapet of a building.

**“rotating sign”** means a sign or portion of a sign which moves in a revolving manner, but does not include a clock.

**“sign”** means anything that serves to indicate the presence or the existence of something, including but not limited to a lettered board, a structure, or a trademark displayed, erected, or otherwise developed and used or serving or intended to identify, to advertise or to give direction.

**“window sign”** means and includes any sign, either painted on, attached to, or placed inside a window for the purpose of viewing from outside the premises.

**10.2.0 PERMITS REQUIRED**

10.2.1 Except as stated in Section 10.3.0, no sign shall be erected on land or affixed to any exterior surface of a building or structure unless a sign permit for this purpose has been issued by the Development Authority.

**10.3.0 SIGNS NOT REQUIRING A SIGN PERMIT**

10.3.1 The following signs do not require a Sign Permit, but shall otherwise comply with this Bylaw:

- (a) one temporary sign in any district which does not exceed 3m<sup>2</sup> (32.39 sq. ft.) in area and is intended for:
  - (i) advertising the sale or lease of a building, or a bay, or land;
  - (ii) identifying a construction or demolition project for which a permit has been issued;
  - (iii) identifying a political campaign. Such a sign may be displayed for 30 days prior to an election or referendum and must be removed within 7 days following the election or referendum;
  - (iv) advertising a garage sale or open house. Such a sign may be posted for a maximum period of 48 hours; or
  - (v) advertising a campaign event or drive which has been approved by Council. Such a sign may be posted for a maximum period of 14 days;
- (b) one interim sign in any district which does not exceed 18m<sup>2</sup> (193.75 sq. ft.) in area and is intended for identifying and advertising a new development area;
- (c) signs in the R-1N, R-1, R-1S, R-1St, R-1E, R-1AR, R-2, R-MH, R-MD, HMU, R-MU and RD districts which contain no more than the name, address, and number of a building or occupant, provided the sign area does not exceed 0.2m<sup>2</sup> (2.15 sq. ft.); **(4-01)**
- (d) signs associated with an approved Home Occupation or Bed and Breakfast Accommodation;
- (e) municipal signs used to indicate street names, to control traffic, or to identify municipal buildings;

- (f) an official notice, sign, placard or bulletin required to be displayed pursuant to the provisions of Federal, Provincial, or Municipal legislation;
- (g) existing signs when only the face of a previously approved sign is being changed to reflect a change in the business name;
- (h) signs in the R-3, UH, and PS districts, all commercial districts excepting the HMU district, and all industrial districts which contain no more than name, address, and number of a building, institution or occupant provided that sign area does not exceed 1.5m<sup>2</sup> (16.15 sq. ft.);
- (i) signs in all districts but the R-1N, R-1, R-1S, R-1St, R-1E, R-1AR, R-2 and R-MU districts indicating on-site traffic circulation and parking regulations provided the sign area does not exceed 1.0m<sup>2</sup> (10.76 sq. ft.) and the height, if freestanding, does not exceed 1.2m (3.94 ft.); **(4-01)**
- (j) maintenance of any lawful sign;
- (k) window signs if intended as a substitute for other forms of exterior building or structure signage not requiring a sign permit;
- (l) bench signs;
- (m) community information signs;
- (n) A-board signs; and
- (o) signs intended to provide guidance, warning or restraint of persons, provided the sign area does not exceed 0.4m (4.30 sq. ft.).

**10.4.0****APPLICATION FOR A SIGN PERMIT****10.4.1**

An application for a Sign Permit shall be made by submitting to the Development Authority the prescribed form, signed by the owner or an authorized agent, and accompanied by a replica of the proposed sign, drawn to scale showing:

- (a) all dimensions of the sign structure, including the height and projection of the signs attached to buildings;
- (b) the area of the sign and the copy face(s);
- (c) the design of the copy face;
- (d) the manner of all sign illumination and/or animation;

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- (e) the type of construction and finish to be utilized;
- (f) the method of supporting or attaching the sign; and
- (g) in the case of a freestanding sign, a site plan showing the sign location in relationship to property lines, parking and buildings and an elevation plan showing the height of the sign in relationship to the height of the principal building taking into account the gradient of the site.

10.4.2 The Development Authority may require additional copies of the application or of the sign replica.

10.4.3 If the sign is to be located other than on the applicant's property a statement of permission from the property owner is required to be provided.

**10.5.0 GENERAL REGULATIONS FOR SIGNS**

10.5.1 In considering a development application for a sign, the Development Authority shall have due regard to the amenities of the district in which the sign is located and the design of the proposed sign and ensure that the sign does not conflict with the general character of the surrounding streetscape or the architecture of nearby buildings.

10.5.2 No sign shall be erected so as to obstruct free and clear vision of vehicular traffic, or be located, or display a light intensity or color where it may interfere with, or be confused with any authorized traffic sign, signal or device and in so doing create a traffic hazard.

10.5.3 Signs may be illuminated but not flashing.

10.5.4 Electrical signs shall be erected, installed, and maintained so that they conform to:

- (a) provincial regulations; and
- (b) the specifications of the Canadian Standards Association.

10.5.5 Permanent electrical signs shall not be connected in a temporary manner and all wiring crossing outdoor public access areas shall be located underground.

10.5.6 No person shall erect, construct or maintain a sign or display structure so as to create a hazard for pedestrian or vehicular traffic.

10.5.7 The base of all private signs shall be located within the site and with the exception of an approved awning and canopy signs no part of the sign shall overhang a public road or an adjacent site.

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- 10.5.8 A sign which is separate from a building must be located so as to comply with the front yard setback requirements applicable to the principal building, unless otherwise provided.
- 10.5.9 A sign shall not be erected on, or attached to, municipal, provincial, or federal property, buildings, or structures unless permission is granted in writing from the authority having jurisdiction, and unless a sign permit is issued.
- 10.5.10 When a sign no longer fulfills its function under the terms of the approved Sign Permit or is deemed to create a hazard for pedestrian or vehicular traffic or is deemed to be in a state of disrepair such that it negatively impacts on the amenities of the neighborhood, the Development Authority may order the removal of such a sign, and the lawful owner of the sign or where applicable, the property owner, shall:
- (a) remove such a sign and all related structural components within 30 days from the date of receipt of such a removal notice; and
  - (b) restore the immediate area around the sign, to the satisfaction of the Municipality, including the ground or any building to which the sign was attached, as close as possible to its original from prior to the installation of the sign.
- 10.5.11 The message on a sign shall relate to the use of the parcel(s) on which the sign is located.
- 10.5.12 The owner of a sign shall be responsible for maintaining the sign in a proper state of repair and shall:
- (a) keep it properly painted at all times;
  - (b) ensure that all structural members and guy wires are properly attached to the sign and building; and
  - (c) wash or otherwise clean all sign surfaces as it becomes necessary.
- 10.5.13 When a sign cannot be clearly categorized as any one of the sign types defined in this Bylaw, the Development Authority shall determine the sign type and applicable controls.

**10.6.0 SIGN REGULATION BY TYPE**

The sign regulations in this Section do not apply to those signs not requiring a sign permit as listed in Section 10.3.0.

**10.6.1 A-Board Signs:**

- (a) A-board signs shall only be allowed in the HMU and R-MU districts and all commercial and industrial districts. (4-01)
- (b) A-board signs in the HMU and R-MU districts and commercial districts shall not exceed 0.6m (2.0 ft.) in width and 1.0m (3.28 ft.) in height. (4-01)
- (c) A-board signs in industrial districts shall not exceed 1.0m (3.28 ft.) in width and 1.0m (3.28 ft.) in height.
- (d) A-board signs shall be manufactured by a professional sign painter, have a painted finish, be neat and clean and be maintained as such.
- (e) A-board signs shall not impede the movement of pedestrian and vehicular traffic.
- (f) A-board signs shall not be erected for a period exceeding 12 hours per day.
- (g) A-board signs shall not exceed one (1) sign per site.

**10.6.2 Awning and Canopy Signs:**

- (a) Awning and canopy signs shall only be allowed in commercial and industrial districts.
- (b) Awning and canopy signs shall only be used as identification signs.
- (c) Awning and canopy signs shall only be attached to a canopy or awning which complies with Section 9.16.0 of the Land Use Bylaw.
- (d) Awning and canopy signs may be attached directly to the sides, front or bottom of an awning or canopy.

**10.6.3 Billboards:**

Billboards shall not be permitted.

## 10.6.4

## Community Advertising Signs:

- (a) Community advertising signs shall only be allowed in the C-CB, I-1, I-2, and UH districts.
- (b) Community advertising signs shall:
  - (i) have a low profile and blend in with the surrounding area;
  - (ii) be permanent and stationary;
  - (iii) not contain lighting depicting action or movement to create special effects or a pictorial scene; and
  - (iv) be constructed of maintenance free materials.
- (c) The number, size and location of community advertising signs shall be determined by the Development Authority.
- (d) Notwithstanding Section 10.5.11 community advertising signs containing messages related to businesses may be located on parcels other than the parcel upon which the business occurs.

## 10.6.5

## Fascia Signs:

- (a) Fascia signs shall only be allowed in the HMU, R-MU and PS districts, all commercial districts and all industrial districts. **(4-01)**
- (b) Fascia signs in the PS districts shall only be used as identification signs.
- (c) Fascia signs shall be located on an exterior frontage wall, and at the discretion of the Development Authority, may be located on an existing wall which is not a frontage.
- (d) In the HMU and R-MU districts, fascia signs shall not exceed 0.3 m<sup>2</sup> (3.23 sq. ft.) in total sign per area per site. **(4-01)**
- (e) In all commercial and industrial districts and the PS district the copy area of all fascia signs shall not exceed 20% of the face of the building or bay to which the sign is attached.

## 10.6.6

## Freestanding Signs:

- (a) Freestanding signs shall only be allowed in the HMU, R-MU and PS districts, all commercial districts and all industrial districts. **(4-01)**
- (b) Freestanding signs in the C-CB, and C-SD districts shall:
  - (i) not exceed 6m (19.68 ft.) in height or project above the height of the principal building;
  - (ii) not exceed 5m<sup>2</sup> (53.82 sq. ft.) in sign area;
  - (iii) not project within 600 mm (1.97 ft.) of a property line;
  - (iv) not exceed one (1) sign per site.
- (c) Freestanding signs in the C-HWY, C-SC, C-Gate districts and all industrial districts shall: **(5-01)**
  - (i) not exceed 9m (29.53 ft.) in height or project above the height of the principal building;
  - (ii) not exceed 9m<sup>2</sup> (96.88 sq. ft.) in sign area;
  - (iii) not project within 600 mm (1.97 ft.) of a property line;
  - (iv) not exceed one (1) sign per site.
- (d) Freestanding signs in the PS district shall:
  - (i) not exceed 3.5m (11.48 ft.) in height;
  - (ii) not exceed 4.5m<sup>2</sup> (48.44 sq. ft.) in sign area;
  - (iii) not project within 600 mm (1.97 ft.) of a property line;
  - (iv) only be used as an identification sign; and
  - (v) not exceed one (1) sign per site.
- (e) Freestanding signs in the HMU and R-MU districts shall: **(4-01)**
  - (i) not exceed 2m (6.56 ft.) in height;
  - (ii) not exceed 1.1m<sup>2</sup> (11.84 sq. ft.) in sign area;

- (iii) not project within 600 mm (1.97 ft.) of a property line; and
- (iv) not exceed one (1) sign per site.

**10.6.7****Neighborhood Identification Signs:**

- (a) Neighborhood identification signs are allowed in all districts and shall:
  - (i) have a low profile and blend in with the architecture or development theme of the surrounding area;
  - (ii) contain only the name of the neighborhood, or subdivision area and may contain symbols, or logos, or both of them related to the name;
  - (iii) be permanent and stationary;
  - (iv) not contain lighting depicting action or movement to create special effects or a pictorial scene;
  - (v) be constructed of maintenance free materials; and
  - (vi) not project within 600 mm (1.97 ft.) of a property line;
- (b) The number, size and location of neighborhood identification signs shall be determined by the Development Authority.
- (c) Land use designation signs are allowed in all districts and shall:
  - (i) not exceed 3m<sup>2</sup> (32.29 sq. ft.) in sign area;
  - (ii) not exceed 3.0m (9.84 ft.) in height; and
  - (iii) be drawn to scale to ensure proper interpretation.

**10.6.8****Portable Signs:**

- (a) Portable signs shall only be allowed in the C-HWY and C-SC districts and all industrial districts.
- (b) Portable signs shall not be permitted within 15m (49.21 ft.) of a site which contains residential development.
- (c) Portable signs shall not project within 600 mm (1.97 ft.) of a property line.

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- (d) Portable signs shall not be placed on private internal sidewalks and parking areas.
- (e) Portable signs shall not exceed 6.75m<sup>2</sup> (72.66 sq. ft.) in sign area and their height shall not exceed 2.5m (8.20 ft.).
- (f) Only one portable sign is permitted per site.
- (g) Each site is permitted one sign for a period or periods not exceeding a total of two (2) months per calendar year.
- (h) Notwithstanding Section 10.5.11 portable signs containing messages relating to business, events, and promotions may be located on parcels other than the parcel upon which the business, event or promotion occurs.

10.6.9

Projecting Signs:

- (a) Projecting signs shall only be allowed in all commercial and industrial districts.
- (b) Projecting signs shall:
  - (i) not project more than 2m (6.56 ft.) from a building face;
  - (ii) have a minimum clearance of 2.4m (7.87 ft.) from grade;
  - (iii) not have any support from the ground over which it is hung;
  - (iv) not exceed 5m<sup>2</sup> (53.82 sq. ft.) in sign area; and
  - (v) not exceed 6m (19.68 ft.) in maximum height and the sign must not project above the height of the principal building.

10.6.10

Roof Sign:

Roof signs shall not be permitted.

10.6.11

Rotating Signs:

Rotating signs shall only be allowed in the C-SC and C-HWY districts and shall be a part of a permitted freestanding sign.

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10.6.12

Computerized Signs:

- (a) Computerized signs shall only be permitted in commercial districts, the PS district, the UH district and all industrial districts.
- (b) Computerized signs may be integrated into a community, canopy, fascia or freestanding sign.