



## **TOWN OF OKOTOKS LAND USE CLASSIFICATION SIGN PROCEDURES & REQUIREMENTS**

### **INTRODUCTION**

Land Use Classification Signs are intended to provide prospective home buyers in new and developing areas a clear indication of the approved land uses, the overall subdivision design and the street categories serving the area. A Land Use Classification Sign is required for any development which requires a Servicing and Construction Agreement. *A Land Use Classification Sign shall be approved and erected in accordance with the following procedures prior to the issuance of any building permits within the area covered by the sign.*

### **APPLICATION AND MODIFICATION PROCEDURES**

- An application for Land Use Classification Sign approval must include a plan showing the proposed Land Use Classification Sign, coloured and labelled as required herein to be reviewed by Planning Services. Relevant comments and required changes will be provided to the applicant. A revised plan must be submitted if changes are required.
- After the sign is installed, legible coloured photographs of the sign must be submitted to Planning Services for verification that all requirements have been met. The date of approval and erection date shall be displayed on the sign.

### **SIZE, LOCATION AND ORIENTATION**

- Must not exceed 3.0 m<sup>2</sup> (32.29 sq. ft.) in sign area, 3.0 m (9.84 ft.) in height, and must be drawn to scale in accordance with the Land Use Bylaw.
- Must be located at the main entrance to the subdivision (specific phase to which the sign pertains). \*\*May require more than one sign.
- Must be visible and easily readable from the road and located on the driving side.
- The location of the Land Use Sign shall be clearly labelled "YOU ARE HERE" on the sign and shall be oriented in the direction that the sign is to be viewed (i.e. if you are looking west than west should be at the top of the sign).
- Must be located on private property unless permission has been obtained from the Town to locate on Town property.

When the Developer wishes to locate a land use sign on public land the following conditions will apply:

1. Ensure proper rehabilitation of site so that once the sign is removed, the landscaping will be rehabilitated to the satisfaction of Open Spaces, prior to the approval of the FAC: (Final Acceptance Certificate); and
  2. Extend the terms of the FAC so that if the sign location is required longer than the typical FAC period, then the public site will remain the responsibility of the applicant and no FAC will be provided until the sign is removed and landscaping rehabilitated.
  3. All maintenance and repairs of the land use sign and immediate area will be the responsibility of the Developer.
- The location shall be in an area that is approved by the Town and must not impede traffic or pedestrian visibility.
  - The sign shall be anchored in such a manner that it cannot easily be removed (e.g. not be located on skids) to the satisfaction of the Town. The application plan should detail the manner in which the sign is anchored to the ground.

**SIGN REPAIR, REPLACEMENT AND REMOVAL**

- A Land Use Sign shall remain in place until the issuance of the last Final Acceptance Certificate and eighty percent of the lots/units are occupied. If a Land Use Sign is damaged, vandalised or prematurely removed, it is the responsibility of the Developer to repair or replace the sign within two weeks time or as soon as is practicable if conditions prevent installation. Should the Developer wish to update the sign, then a new application should be made.

**CONTENT**

ALL LAND USE SIGNS SHALL CONTAIN THE FOLLOWING INFORMATION:

SUBJECT AREA: Subject area will be outlined by red dashed line.

TITLE: Land Use Sign

Name of the subdivision and phase (only the Town approved name shall be used)

Name of the Developer(s) and contact information for inquiries (at bottom of sign)

LAND USE: The approved land use designations of all lands included, by colour and symbol, and of all abutting properties.

**SUBDIVISION:** The layout of either the APPROVED TENTATIVE PLAN or the layout of the APPROVED OUTLINE PLAN for the area. If the Outline Plan is used, the sign shall remain in the same location until the last Final Acceptance Certificate is issued for the outline plan area. The developer may also be required to update the sign as the various development agreements are approved.

**ROADS:** Roads shall be shown in black and those other than residential shall be identified as collector, primary collector, major, or provincial highway.

Where a road is a “truck route”, it shall be identified accordingly.

Where a collector, primary collector, major, or provincial extends beyond or adjoins the plan area, and will not be completed or built in the immediate future, it shall be marked “to be extended” or “future (street type)”.

**LANES:** Lanes shall be shown in black.

**PATHWAYS:** Primary/Regional pathways shall be shown and delineated differently from secondary pathways.

**TOT LOTS:** Tot lots and small parks shall be coloured tree green regardless of the land use designation.

**OTHER FEATURES:**

Super mailboxes – the legend will indicate that this is an approximate location.

Storm Water Retention Facilities – indicate “site will function only for the retention of storm water and is not for recreational use”.

Lands designated Environmental Reserve and other open space areas that are not manicured should be indicated with hash marks

Sports fields should be denoted with an appropriate landscape symbol

**ADJACENT LANDS:**

The use of all lands abutting the area covered by the sign shall be identified by way of the appropriate land use symbol and colour.

**SCALE:**

Signs shall be drawn to a minimum scale of 1:600. Scale shall be clearly indicated.

**NORTH ARROW:**

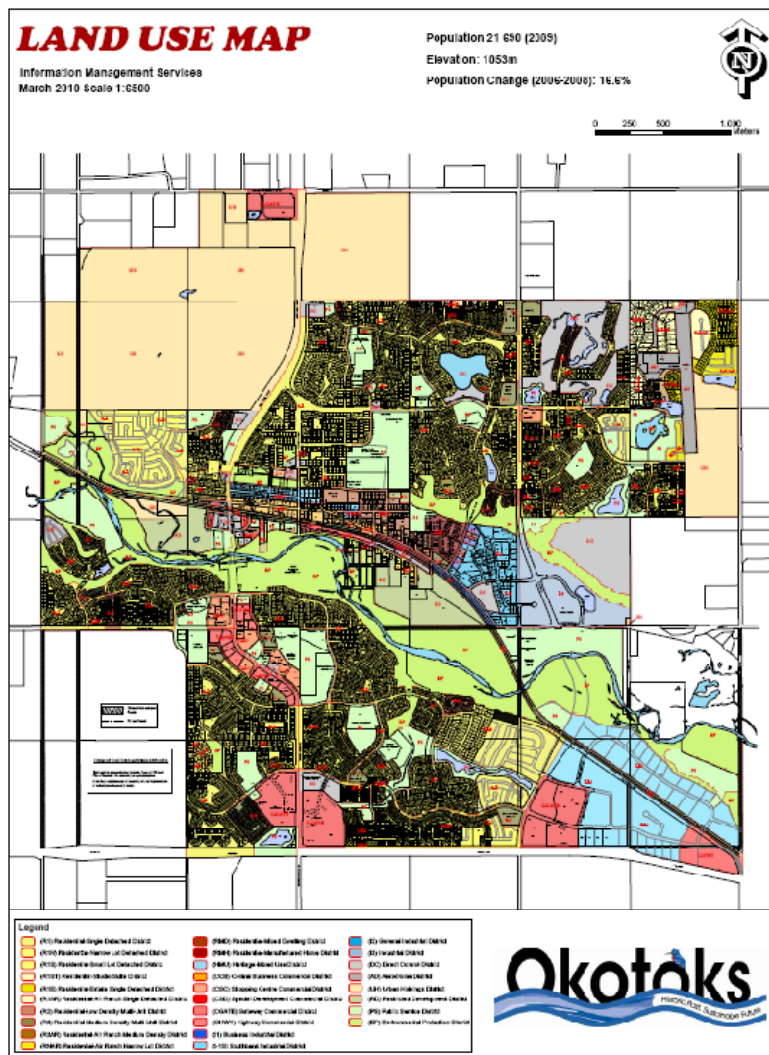
A north directional arrow.

**DATES:**

The date of approval and erection of the sign.

**LEGEND CONTENTS**

**LEGEND:** The legend will indicate the land use designation and utilize the colours shown in the Town of Okotoks Land Use Map as closely as possible (Land Use Map is available on the Town website at [www.okotoks.ca](http://www.okotoks.ca)).



## **ADDITIONAL WRITTEN INFORMATION**

“The land use designations shown reflect the correct designations on the date of approval of this sign.”

For more detailed information on:

- Land Use Designations - contact - Town of Okotoks  
Planning Services  
(403) 995-2760
- Lot Sales - contact – Contact Name and Phone Number

## **INFORMATION REGARDING BUILDING PERMIT RELEASE**

- Sign photo must be verified by a Town official;
- Notification from developers that sign has been installed; and
- Planning Services has visited the site and confirmed that the sign is in place and that the correct date of approval has been painted on the sign.