

DISTRICT OF HIGHLANDS
POLICY MANUAL
SECTION V - 3503

NOTIFICATION SIGN POLICY

REASONS

1. To ensure that land owners and developers involve Highlands's residents in decisions at an early stage in the preparation of development designs and applications.

POLICY

1. A proponent of a rezoning application and subdivision application will be required to post a sign on the land that is the subject of the application, to advertise the proposed development or subdivision. The applicant will erect a sign on each street frontage which is subject to the application.
2. The sign shall be posted not less than five days prior to consideration by the Advisory Planning Commission, Select Committee, Committee of the Whole, or Council, as the case may be.
3. In the case of subdivision application, the applicant will be asked to post the sign within one week of the subdivision approving officer receiving the application.
4. The sign shall remain posted until:
 - i. in case of rezoning application, after the public hearing; and
 - ii. in case of subdivision application, after final approval of subdivision.
5. Signs are to be easily visible from a vehicle and posted on the shoulder of each road fronting the property that is subject to the application.
6. The applicant shall deposit with the District a deposit of \$50.00 for each sign, of which \$30.00 shall be returned to the applicant upon return of the sign in good condition.
7. The applicant shall maintain the sign(s) in good order and will undertake to return them to the District upon completion of the application.
8. Reusable 3' x 5' signs are to be used.
9. Examples of the signs to be posted are attached.
10. The sign(s) shall be issued to the applicant upon receipt of the application.

DEVELOPMENT APPLICATION SIGNS

To ensure that land owners and developers involve Highlands’s residents in decisions at an early stage in the preparation of development designs and applications, a proponent of a rezoning application and subdivision application will be required to post a sign on the land that is the subject of the application, to advertise the proposed development or subdivision. The applicant will erect a sign on each street frontage which is subject to the application.

- The sign shall be posted not less than five days prior to consideration by the Advisory Planning Commission, Select Committee, Committee of the Whole, or Council, as the case may be.
- In the case of subdivision application, the applicant will be asked to post the sign within one week of the subdivision approving officer receiving the application.
- The sign shall remain posted until:
 - i. in case of rezoning application, after the public hearing; and
 - ii. in case of subdivision application, after final approval of subdivision.
- Signs are to be easily visible from a vehicle and posted on the shoulder of each road fronting the property that is subject to the application.
- The applicant shall deposit with the District a deposit of \$50.00 for each sign, of which \$30.00 shall be returned to the applicant upon return of the sign in good condition. The applicant shall maintain the sign(s) in good order and will undertake to return them to the District upon completion of the application.

File No. _____

Receipt No. _____

Type of application:

_____ rezoning
_____ subdivision

This Declaration confirms that I have received _____ sign (s) giving notice of this application.

Date: _____

(Signature of Applicant)

Date Returned: _____

Eligible Refund: \$ _____

Purchase Order: _____

(Signature of Official)