

APPLICANT RESPONSIBILITY

The applicant is responsible for:

- providing the sign
- erecting the sign
- maintaining the sign in good condition for as long as is required
- removing the sign when the application is over

The applicant will be responsible for any costs incurred by the Regional District for a delay of application because of failure to properly post or maintain a sign.

ALTERNATIVE NOTIFICATION

If the subject parcel is located where a sign may not be effective for notification, the Regional Board, by resolution, may waive the sign requirement. The Board may instead require a different form of notification at the applicant's expense.

FURTHER INFORMATION

Further information and forms are available from Development Services:

Development Applications Procedure Bylaw No. 2776, 2012:

- bylaw containing full details of requirements for notification of application property signs

Appendix 'C' – Notice of Land Use Application:

- form attached to the notification sign that contains summary of the proposed development
- form must be approved by Regional District Development Services prior to going on sign

Appendix 'D' – Notification of Sign Placement:

- form used by applicant to provide proof that the sign is properly placed

Notification of Application Sign: Terms and Regulations Agreement:

- rental agreement form used for use of a sign owned by the Regional District

This information has been prepared to provide convenient information only. It is neither a bylaw nor a legal document. If any contradiction between this information and the relevant bylaws and/or applicable codes is found, such bylaws and/or codes shall be the legal authority.



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WHEN IS A SIGN REQUIRED?

Development Applications Procedures Bylaw No. 2776, effective January 1, 2013, requires notification signs for certain land use applications:

- Official Community Plan Amendment
- Zoning Bylaw Amendment
- Combined Official Community Plan and Zoning Bylaw Amendment
- Rural Land Use Bylaw Amendment
- Temporary Use Permit

PROVIDING THE SIGN

- The Regional District rents signs for a \$150 fee. A \$100 refund will be issued when the sign is returned in an acceptable condition.
- You may provide your own sign, but it must meet specific requirements including content, size, location, and layout.

SIGN CONTENT

- Layout requirements including wording, sizing, font style and colour must be as shown in Figure 1.
- A summary of the proposed development (Form: APPENDIX 'C') must be attached to the sign. The completed form must be pre-approved by Development Services.

NOTIFICATION TIMELINE

- A notification sign must be erected a minimum of 14 days before the start of a public consultation phase. Depending on the type of application, this may be a public consultation meeting, consultation comment deadline, or public hearing.
- Following the adoption or defeat of an application, the sign must be removed within 7 business days.

Figure 1: Sign Layout Requirements



SIGN INSTALLATION AND LOCATION

- Sign must be installed in a safe, sturdy manner, capable of withstanding typical wind and other weather conditions.
- A sign is required for each portion of parcel(s) under application that are not contiguous.
- Sign must be located on the lot line at the driveway entrance of the parcel(s) along the main service road. Should there be no driveway entrance established to the parcel(s), the sign must be placed on the lot line along the main service road.
- Sign location must provide the most effective legibility, visibility, and access from the road and must not interfere with pedestrian or vehicle traffic flow, or obstruct visibility from a highway or road as to create a hazard.
- You will need to provide photos to prove that the sign is properly installed.