

POLICY MANUAL

Title: DEVELOPMENT SIGN POLICY	Policy No : 6.21 Supersedes: New Repealed and Replaced: September 12, 2012
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: December 6, 2016 Review Date: 2018
<p>That with respect to the posting of development signs, be it resolved that the policy take effect when approved by Council.</p> <ol style="list-style-type: none"> 1. This policy shall apply to development applications including: Official Community Plan amendments and Rezoning, and other applications at the discretion of the Director of Planning. This policy shall also apply to amendments or discharges of Land Use Contracts and Heritage Revitalization Agreements involving changes to use or density. 2. Development signs shall be placed to indicate to the general public the intent of a development application and to indicate the property(ies) involved in an application. The applicant shall be solely responsible for the preparation, placement, maintenance and removal of the sign(s) and there shall be no cost to the City. A subdivision layout or building rendering (minimum 300 DPI), as applicable, shall be installed on the sign no less than 10 days prior to consideration at Public Hearing. 3. The sign(s) shall be placed on the site a minimum of 10 calendar days prior to consideration of the application for First Reading at Committee of the Whole. Failure to place the sign at the property will prevent further processing of the application. A photo of the sign on the property must be provided prior to consideration of the application for First Reading at Committee of the Whole. 4. The following information shall be added to the development sign only when required as a 76 cm by 15 cm (30 in by 6 in) white decal: <ul style="list-style-type: none"> • Notification of a Development Information Meeting (D.I.M.) must be placed on the site a minimum of 10 calendar days prior to the Development Information Meeting. Failure to place the sign at the property 10 days prior to the scheduled Development Information Meeting will invalidate the Development Information Meeting and another meeting will be required. 	

- Notification of a Public Hearing (P.H.) must be placed on the site a minimum of 10 and no more than 20 calendar days prior to the Public Hearing. Failure to place the sign at the property 10 days prior to the scheduled Public Hearing will result in the application being withdrawn from the agenda of that Public Hearing.
5. The sign(s) shall be placed in a prominent location on the site, shall be clearly visible and shall not be obscured. Where a site abuts more than one road, one sign for each road frontage may be required. Additional signs may be required at the discretion of the Director of Planning due to the size or geometry of the land under development. The sign shall not obstruct visibility for vehicle traffic.
 6. The size, layout and arrangement of text on the sign(s) shall be in accordance with the attached sketch. The overall dimensions of the sign shall be 1.2 m by 2.4 m (4 ft by 8 ft).
 7. The content of the sign shall be subject to the approval of the City and shall contain the following information:
 - a) The development application number;
 - b) The purpose of the application (e.g. single family lots, townhouses, commercial units, or heritage revitalization);
 - c) A description of the development proposal:
 - i. For subdivision: Proposed number of lots, lot size range; or;
 - ii. For multi-family, commercial, or industrial: Proposed number of units and total floor area and number of storeys.
 - d) The date, place and time of the Development Information Meeting (if required);
 - e) The date, place and time of the Public Hearing;
 - f) An invitation to obtain information from the applicant and the Planning Department with contact numbers, email addresses and the City of Maple Ridge website;
 - g) Additional information as may be deemed necessary by the Director of Planning.
 8. The sign(s) shall contain a 0.56 m by 0.56 m (1.8 ft by 1.8ft) map showing the location of the property involved in the application. The sign(s) shall also contain a 0.56 m by 0.56 m (1.8 ft by 1.8 ft) subdivision layout or coloured building rendering, as applicable.
 9. The sign shall be removed within 7 days following final approval or upon denial of the application from Council. The sign removal shall be solely the responsibility of the applicant.
 10. The sign shall be maintained by the applicant and any required repair or replacement due to damage, theft, or vandalism shall be solely the responsibility of the applicant.

Purpose:

To ensure proper notification to the public of proposed development changes in their community.

Definitions:

All text must be approved by the Planning Department prior to construction of the sign.
All text is Franklin Gothic Book

1.2 m

DEVELOPMENT APPLICATION

12345 LOUGHEED HIGHWAY
NO. 2017-001-RZ

PROPOSED REZONING	LOCATION	PROPOSED BUILDING	FOR MORE INFO
To enable development of _____ _____ _____ _____ (These numbers are approximate only and may change before final approval)	SUBJECT PROPERTY MAP -Subject Parcel shaded -North arrow -Adjoining Roads and parcels -Road names and address in bold	SUBDIVISION PLAN OR RENDERING	APPLICANT: SPR Development Group 604-123-4567 development@spr.com sprdevelopmentgroup.com PLANNING DEPARTMENT: 604-467-7341 planning@mapleridge.ca @mapleridge.ca / LandDevelopmentViewer

BE PART OF THE PROCESS

Development Information Meeting
 _____ pm to _____ pm

Install on sign min. 10 days before D.I.M

Public Hearing in the Council Chambers at the
 Municipal Hall on _____ at _____ pm

Install on sign min. 10 days before Public Hearing

OR
 CODE

★ Provide information on proposed # of lots at subdivision or # of units and storeys as well as size range of lots at subdivision or total floor space for other developments

Development Sign Drawing & Specifications

CITY OF MAPLE RIDGE
 PLANNING DEPARTMENT

OR
 CODE

★ Provide information on proposed # of lots at subdivision or # of units and storeys as well as size range of lots at subdivision or total floor space for other developments

Development Sign Drawing & Specifications

CITY OF MAPLE RIDGE
 PLANNING DEPARTMENT

2.4 m

0.76 m

0.13m

Development Information Meeting
_____ pm to _____ pm

Public Hearing in the Council Chambers at the
Municipal Hall on _____ at _____ pm

OR
CODE

Install on sign min. 10 days before D.I.M

Install on sign min. 10 days before Public Hearing

★ Provide information on proposed # of lots at subdivision or # of units and storeys as well as size range of lots at subdivision or total floor space for other developments

Development Sign Drawing & Specifications



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MAPLE RIDGE**
PLANNING DEPARTMENT