

**THE CORPORATION OF THE CITY OF COURTENAY  
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 3106, 2023**

**NOTICE OF APPLICATION SIGN REQUIREMENTS**

**1. Installation**

For applications to amend the Official Community Plan, Zoning Bylaw and for Temporary Use Permits an applicant under this bylaw must, at his/her cost, install a City of Courtenay Notice of Application Sign in accordance with this bylaw. Applications with respect of land under the Agricultural Land Reserve must consult the Agricultural Land Commission's Application Information Package for notification requirements.

**2. Timing**

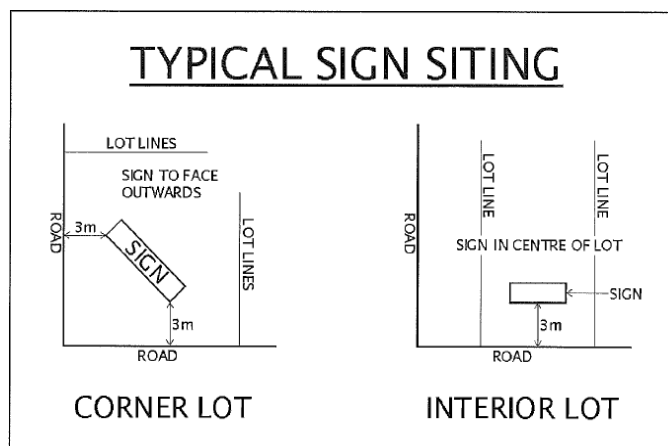
The Notice of Application sign must be posted by the applicant within 10 days of submitting a formal application to the City.

**3. Preparation of Sign**

The preparation and posting of the Notice of Application sign is the responsibility of the applicant and must be undertaken as specified in this bylaw. The applicant will provide a mock-up of the sign to the Development Services Department for review and approval prior to final printing. Once the sign is posted, the applicant shall demonstrate proof to the Development Services Department of the posted sign.

**4. Siting of Sign**

All Notice of Application Signs shall be placed on the property at a setback of three metres from the front property line as demonstrated in the below diagram. The sign must face the street and be clearly visible. All proposed sign locations must be verified by the Development Services Department prior to installation. The sign must be located so as not to interfere with pedestrian or vehicular traffic, or obstruct visibility from streets, lanes, walkways or driveways so as to create a hazard. The Notice of Application Sign must be installed in a sound workmanlike manner and must be capable of withstanding wind and weather.



**5. Number of Signs**

The applicant shall post a minimum of one Notice of Application Sign. For large parcels with over 200m of street frontage, one Notice of Application Sign shall be required for each 200 m of street frontage, to the maximum of three signs.

**6. Maintenance of Sign**

It is the responsibility of the applicant to ensure the sign(s) remain intact and visible as per the sign siting specifications until such time the sign can be removed, in accordance with Section 8 below.

**7. Amendments to Application**

If any significant amendments are made to the application, the applicant will be required to install new sign(s) reflecting the change in application. The applicant will provide a mock-up of the sign to the Development Services Department for review and approval prior to final printing.

**8. Sign Removal**

The Notice of Application Sign shall be removed by the applicant within seven days following:

- 8.1 The conclusion of the public hearing or adoption of the amending bylaw if the public hearing has been waived; or
- 8.2 The final consideration of an application by Council; or
- 8.3 The abandonment of the application.

**9. Failure to Post and Maintain**

Failure to post and maintain the required Notice of Application Sign(s) in accordance with this bylaw shall result in the postponement of any Council/committee meeting and any costs associated with the postponement will be borne by the applicant. Non-compliance with this section due to the removal, destruction, or alternation of the sign by vandalism or natural occurrence shall not affect the validity of the application or postpone a Council/Committee meeting as long as reasonable efforts have been taken by the applicant to maintain the sign.

**10. Required Format**

- a) Minimum size: 1.8 m width, 1.2 m height.
- b) For OCP or Zoning Amendments and Temporary Use Permits, signs should have dark blue background with white lettering and maps should have a white background with dark blue highlights.
- c) Lettering: block capitals, with:
  - headings not less than 20 cm in height;
  - notice copy not less than 13 cm in height;
  - Map lettering not less than 8 cm in height.