

Development Permit Application Guide



Signs

Planning and Development
P.O. Box 1260, Banff, Alberta T1L 1A1
P 403.762.1215 F 403.762.1260

www.banff.ca

SIGNS: THE BANFF APPROACH

As a major resort located in a National Park and a World Heritage Site, Banff tries to offer visitors and residents a high quality physical environment that respects the magnificent natural setting. While it is important to identify visitor services, it is necessary to limit the number, size and type of signs allowed, so that they do not dominated the appearance of the town.

WHAT IS A SIGN?

A sign is any device, structure, fixture, writing, logo, symbol, pictorial representation, emblem, mural, or banner which is visible from any street or lane which directs attention to a product, service, place, activity, person, institution or business.

WHAT TYPES OF SIGNS ARE PROHIBITED BY THE BANFF LAND USE BYLAW?

The following types of signs are prohibited:

- Backlit signs – signs illuminated from an internal light source (back lighting);
- Balloon signs – inflatable devices used as signs;
- Billboard signs – signs that advertise goods, products, services or facilities which direct persons to a different location than the site where the sign is located;
- Portable signs – signs not permanently attached to the ground or other permanent structure, or a sign designed to be transported;
- Roof signs – signs erected upon or above a roof or parapet of a building;
- Sandwich board or A-frame signs;
- Signs advertising a Home occupation;
- Neon signs – except “vacancy/no vacancy” signs as permitted in the Bylaw;
- Signs that incorporate flashing lights or chasing borders, letters, symbols or movement of any kind;
- Signs that incorporate changeable copy;
- Signs that incorporate a holographic, television or video medium;
- Signs that incorporate fluorescent, luminous or reflective paint or similar products;
- Signs that incorporate fiberglass, plywood, Styrofoam, particle board or other alternative building materials;
- Use of trademarks or emblems, other than that registered or copyrighted by the business, or advertisement of a specific brand of product, unless it is also the name of the business, is strictly regulated;

If you are unsure if a particular type of sign is prohibited, please contact Town of Banff Planning and Development staff for assistance.

WHEN IS A DEVELOPMENT PERMIT REQUIRED FOR A SIGN?

A Development Permit is required to erect, alter or relocate any sign within the Town. Types of signs that require a permit include, but are not limited to, wall signs, window signs, hanging signs, canopy/awning signs, directory signs, menu boxes and freestanding signs. A sign for which a permit has been issued shall display an identification tag provided by the Town for the purpose of identifying its lawful use.

WHEN IS A DEVELOPMENT PERMIT NOT REQUIRED FOR A SIGN?

The following types of signs do not require a Development Permit but must conform to all other regulations of the Land Use Bylaw:

- Signs not clearly visible from a public roadway;
- Decal or painted window signs with a combined area the lesser of 0.3m² or 10% of the window in which it is located;
- Temporary holiday signs and decorations provided they are erected no longer than the season or holiday they depict and in any case no longer than 45 days in a year;

If you are unsure if a Development Permit is required for your sign, please contact Town of Banff Planning and Development staff for assistance.

HOW TO COMPLETE A DEVELOPMENT PERMIT APPLICATION FORM FOR A SIGN?

Each Development Permit application form contains a list of plans and materials that must accompany the application. In certain cases, a Development Officer may waive some of the listed requirements. In addition, prior to submitting a Development Permit application, the proposal should satisfy the regulations and objectives of the Town of Banff Land Use Bylaw, Banff Design Guidelines, and other relevant documents.

Banff Land Use Bylaw

All signs are regulated as discretionary uses in the Town of Banff Land Use Bylaw. The Land Use Bylaw identifies a number of different land use districts within the town boundaries. Each land use district has different regulations for the number, type and size of signs. The number and size of signs allowed per business is based on the amount of street frontage for the business. The regulations for signs including design standards, coordination and location are outlined in Section 11.0.0 of the Land Use Bylaw. Any sign that overhangs public property will require an encroachment agreement with the Town of Banff. The registered owner of the property is required to approve the proposed signs. If you are not the registered owner, you must demonstrate approval from the registered owner.

Banff Design Guidelines

The Banff Design Guidelines provide a framework for evaluating the aesthetic quality of development proposals including signs. The intention being that the quality of the Town's built environment will reflect the spectacular natural environment while recognizing Banff's location in a National Park and a World Heritage site. With respect to signs, the design guidelines call for the use of rustic natural materials, individually mounted, raised or recessed letters, symbols, borders and framing, decorative details and "character" symbols, respect for the pedestrian environment and coordination with architectural elements of the building. All signs must conform to both the minimum standards of the Land Use Bylaw and the Banff Design Guidelines.

HOW DOES THE DEVELOPMENT PERMIT APPROVAL PROCESS WORK?

It is recommended that you or your sign designer discuss the application with planning staff as early as possible. Early guidance and understanding of the process will ensure you are heading in the right direction and that your application proceeds smoothly.

Once the Town of Banff receives a Development Permit Application and it is deemed to be complete, it is reviewed for consistency with the Town of Banff Land Use Bylaw and Banff Design Guidelines and other relevant documents. The application may be circulated to other municipal departments, Parks Canada, and other advisory bodies for comment. The duration of the review period is at least two weeks and can be longer, depending on the volume of work being handled by Town of Banff staff and external agencies and the complexity of the proposed development.

Once all comments have been received, the Development Officer will generally decide on all sign proposals except signs that are part of a discretionary use application shall be considered by the Municipal Planning Commission (MPC). The MPC consists of two Councillors, five public representatives and one Parks Canada representative. The Development Officer and MPC have the ability to refuse Sign Permit applications (discretionary uses) even though they may meet the minimum standards of the Land Use Bylaw.

Once a decision is made and a Notice of Decision is issued, there is a statutory 14-day period during which the applicant or any affected person may appeal the decision of the Development Officer or MPC to the Development Appeal Board (DAB). It is recommended that the sign not be manufactured until a Development Permit has been issued. As a quasi-judicial board, the DAB has the power to uphold, deny, or vary the decision of the Development Officer or MPC. The Notice of Decision may also be accompanied by a number of conditions, which are required to be satisfied prior to the issuance of a Development Permit. At the end of the 14-day appeal period and once all required conditions have been met, except those of a continuing nature, the Development Officer may issue a Development Permit. The sign(s) shall not be installed until a Development Permit has been issued.

WHAT IS THE FEE FOR PROCESSING A DEVELOPMENT PERMIT APPLICATION?

Application processing fees vary according to the type and numbers of signs proposed and are outlined in the Development Processing Fees Schedule. These fees help the Town to partially recover the costs of reviewing, approving, and advertising Development Permits. Contact Town of Banff Planning and Development staff for more information.

The Town of Banff Land Use Bylaw and other planning documents are available on the Town of Banff website (www.banff.ca) or at the Banff Town Hall.

Development Permit Application



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Planning and Development
110 Bear Street, P.O. Box 1260, Banff, Alberta T1L 1A1
T 403.762.1215 F 403. 762.1260

www.banff.ca

Development Street Address: _____

Legal Description: Lot(s)/Unit: _____ Block: _____ Plan (LTO): _____

Land Use District: _____

Name of Registered Owner*: _____

Mailing Address: _____

City/Province: _____ Postal Code: _____ Email: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

***A copy of the Title is required to be submitted with the Development Permit application.**

Name of Applicant/Agent: _____

Mailing Address: _____

City/Province: _____ Postal Code: _____ Email: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

Present store name/use of property: _____

Description of proposed store name/use of property: _____

FOR OFFICE USE ONLY

Development Permit No.: _____

Roll #: _____

Application Fee: _____

Received by: _____

PROJECT DATA

PLEASE COMPLETE ALL AREAS APPLICABLE TO YOUR PROPOSAL:

Details of Proposed Sign(s)

Type of Sign (e.g. wall, hanging or window)	Sign Area (m ²)	Height (m)	Setback (m)	Store or Business Name	Store Frontage* (width)	Floor / Storey (e.g. 1 st , 2 nd)

*The width of the building façade that is occupied by a business or establishment at, or projected to, the property line abutting a public roadway, including a lane, where signs may be located.

Details of Existing Sign(s) to be Retained

Type of Sign (e.g. wall, hanging or window)	Sign Area (m ²)	Height (m)	Setback (m)	Store or Business Name	Store Frontage* (width)	Floor / Storey (e.g. 1 st , 2 nd)

*The width of the building façade that is occupied by a business or establishment at, or projected to, the property line abutting a public roadway, including a lane, where signs may be located.

Personal information is being collected under the authority of the *Municipal Government Act* for the purpose of processing this Development Permit application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Manager of Planning and Development at (403) 762-1215, Town of Banff, P.O. Box 1260, Banff AB, T1L 1A1. I understand that drawings and other submitted images may be shared on permits.banff.ca to better inform the public about this application.

AUTHORIZATIONS

Authorization of Agent

I/We _____ authorize _____
(name of registered owner) (name of agent/person authorized to sign the application)

to act as agent and sign the application form to the Town of Banff on my/our behalf for the property known as

(civic address of property)

Signature(s) of registered owner(s) Date

Signature of Signing Officer(s) of Corporation Corporate Seal(s), if applicable

Property owner’s agreement

As of the date of this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in the application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Town of Banff Land Use Bylaw, the Banff National Park Management Plan, and the Canadian Environmental Assessment Act. I agree to comply with all provisions of the Town of Banff Land Use Bylaw and any other applicable legislation, if this application is approved. I understand that approval does not constitute a building permit and that drawings submitted for a building permit must match the approved Development Permit drawings.

Signature of property owner Date

Payment of fee

Enclosed is the fee for this application. I agree to pay any further costs which may be determined as this application is reviewed.

Signature of applicant or agent Date

Declaration

I, _____, solemnly declare that the statements made by me upon this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

Signature of applicant or agent Date

Personal information is being collected under the authority of the *Municipal Government Act* for the purpose of processing this Development Permit application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Manager of Planning and Development at (403) 762-1215, Town of Banff, P.O. Box 1260, Banff AB, T1L 1A1. I understand that drawings and other submitted images may be shared on permits.banff.ca to better inform the public about this application.

SUBMITTAL REQUIREMENTS

Sign Plans (proposed)

- 3 copies
- 1 electronic copy in PDF format
- Scale of 1:50 (minimum)
- Dimensions, thickness and area of sign(s)
- Materials, finishes and colours
- Dimensions of lettering and graphics
- A written description of design approach relative to the *Banff Design Guidelines*
- Lighting plan including specifications for proposed light fixtures and wiring
- Mounting details

Sign Location Plans (existing and proposed)

- 3 copies
- 1 electronic copy in PDF format
- Scale of 1:50 (minimum)
- Location of all existing and proposed signs on a building façade or on a site
- Photographs showing the subject property and existing signs
- Mounting height or clearance to grade

Landscape Plan (to accompany freestanding sign proposal)

- 3 copies
- 1 electronic copy in PDF format
- Scale of 1:200 (minimum)
- Location of all existing and proposed freestanding signs on the site
- Existing and proposed vegetation including a legend indicating species/cultivars, quantities and sizes
- Vegetation to be retained and method of protection during construction
- Existing and proposed fencing and lighting
- Method of irrigation, if any
- All paved or other hard surfaces
- Identify any proposed and/or existing boulevard landscaping and paving
- Identify any other proposed and/or existing landscape features including (but not limited to) decks, pathways, patios and water features

The following information may be requested during review of the application:

- Material and colour samples
- Certificate of Title (issued not more than 30 days from the date application is submitted)
- Structural Engineer's stamp for freestanding, awning and canopy signs
- Encroachment agreement for signs encroaching over public roadway or municipal property

Please attach the following to the Development Permit application:

- Application Fee (see Development Processing Fees)

NOTE: **Incomplete applications will not be accepted.**
Additional information may be requested during review of the application.
Presentation quality plans may be required for Municipal Planning
Commission review.