

TEMPORARY COMMUNITY BANNER SIGNAGE PERMIT APPLICATION

Pre-application meetings are **not required** for a temporary banner sign that complies with the guidelines for temporary signs advertising community group and community events and for marking walk run routes. If you would like to speak with the Planning & Development Services Division before submitting your application to discuss any concerns, please contact us at 403.652.2110 or at planning@highriver.ca and we would be pleased to assist you.

The Town wants to support community groups / community events and recognizes that they are a vital part of the community. The Town understands that it is critical for community groups /community events to have the ability to get their message out to the public. Ultimately, the Town will have permanent signage that community groups and community events may book to advertise their message. As an interim measure, the Town is allowing community group/ community events to post a limited number of banner signs on 3 different Town-owned fences. Please see the Temporary Signs Advertising Community Groups and Community Events Council Direction for full details.

PLEASE NOTE:

If your application includes any elements that **do not comply with the Temporary Signs Advertising Community Groups and Community Events Council Direction**, your proposal may need to be presented to the Committee of Whole (members of Council) for further consideration and direction.

APPLICANT / AGENT INFORMATION

Applicant Name:

Mailing Address:

Email:

Telephone/Fax:

COMMUNITY GROUP / COMMUNITY EVENT INFORMATION

Community Event Name (if applicable):

Community Group Name:

Description:

Proposed installation date: _____

Proposed removal date: _____

Date(s) of event (if applicable): _____

The time period should not be more than 2 weeks, but some discretion can be made for events that go on for a longer time frame.

Preferred location (may choose up to 3 locations – only 1 banner per location):

- Operations Yard Fence – 640 7 St. NW
There may be a maximum of five (5) banners in total at this location



Fence north of Centre St. Bridge

There may be a maximum of two (2) banners in total at this location



Former Mini-Putt Site Fence – 1204 10 St. SE

There may be a maximum of four (4) banners in total at this location



SIGNAGE DIAGRAM		
One 8.5"x11" hard copy of site plan AND .pdf (USB key or email – planning@highriver.ca) showing the following required items in METRIC units	CHECK BOX IF ITEM IS BEING PROVIDED	CHECK BOX IF ITEM IS NOT APPLICABLE
1) Signage diagram showing:		
a) The design including all proposed messages and dates on the banner sign. The sign should be easy to read to minimize distractions.		
b) Confirm material of banner sign. Materials need to be weather resistant and minimize glare.		
c) Dimensions of sign (metric). Maximum size 6 sq. m		
d) Method banner will be affixed to fence (plastic ties are recommended. The Development Authority may consider a different method on a case-by-case basis.		

Installation

It is the responsibility of the individual who applied for the temporary sign(s) (or a proxy of their choosing) affix / install the sign(s).

Removal

It is the responsibility of the individual who applied for the temporary sign(s) (or a proxy of their choosing) to remove the sign(s) by the date specified on the letter of permission issued by the Development Authority.

Damage

The Town is not liable for any damage to the sign(s) that may occur (e.g. weather-related, vandalism, etc.).

Enforcement

Should an applicant fail to remove the sign(s) by the specified date, a member of the Town of High River staff may remove the sign(s).

Fee

If a Town staff member needs to remove the sign because the applicant failed to do so by the specified deadline, an application fee in the amount of \$50.00 will be collected the next time that community group / community vent wishes to post signage. If that applicant ensures that the next sign(s) is/are removed by the specified date that next time, the applicant will not need to pay the fee for their following application..

The personal information collected on any submissions made regarding the above applications are collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. As such, this information may become publicly available if requested in a Town Committee of the Whole agenda package, in accordance with Section 40(1) of the Act. If you have any questions regarding the collection or disclosure of this information, please contact the Legislative Services division for the Town of High River at legislativeservices@highriver.ca or at 403.652.2110.

Note: Additional documentation may be required from the applicant after Town staff have reviewed the submitted application.

Applicant Signature
(confirming that all information provided is correct)

Date

Staff member reviewing application completeness

Date deemed to be complete

OFFICE USE ONLY

Approval: YES NO

Date: _____

Expiration date (if approved): _____