	COUNCIL POLICY	Policy No: CP-1062-25
		Approved By: Council
		Effective Date: September 2, 2025
		Resolution No.: RCM-198-25 Last Reviewed Date: September 2, 2025
		Division: Sustainable Growth and Development Services - Planning and Development Department

LAND USE AND DEVELOPMENT NOTIFICATION SIGNS POLICY

POLICY STATEMENT

The City of Spruce Grove supports providing information and transparency for proposed land use and development applications, planning and development processes, and to increase awareness. Notification signs for certain land use and development applications are required to improve communication and ensure more inclusive engagement.

1. PURPOSE


- 1.1 To establish processes, responsibilities and requirements for land use and development Notification Signs within the City of Spruce Grove.

2. SCOPE

- 2.1 This policy is in addition to the notification requirements for a Public Hearing.
- 2.2 This policy is supplementary to and does not modify or replace statutory requirements under the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, the City's Advertising Bylaw, as amended, and the City's Land Use Bylaw, as amended.


3. DEFINITIONS

- 3.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended.
- 3.2 "Administration" means the administrative and operational arm of the City, comprised of the various departments and business units including all


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employees who operate under the leadership and supervision of the City Manager.

- 3.3 “Applicant” means the registered owner of the land or their representative or agent attained to act on their behalf.
- 3.4 “Application” means a new Statutory Plan, amendment to a Statutory Plan, Land Use Bylaw amendment and/or Development Permit application.
- 3.5 “Area Redevelopment Plan” means a Statutory Plan which describes the land use, development concept, servicing issues and other planning items for an existing developed area of land within a municipality.
- 3.6 “Area Structure Plan” means a Statutory Plan which describes land use, road networks, servicing, park locations, and public facilities within an undeveloped area of land within a municipality.
- 3.7 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 3.8 “City Manager” means the administrative head of the City.
- 3.9 “Community Awareness” means the level of community knowledge about a Development Permit Application or approval due to the type of development, and externalities.
- 3.10 “Development Officer” means the official(s) appointed by the City Manager with the responsibility of receiving, considering and deciding on Applications for Development.
- 3.11 “Development Permit” means a document that is issued under the Land Use Bylaw, as amended and authorizes Development.

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- 3.12 “Discretionary Use” means a use of land or buildings described in the district regulations of the Land Use Bylaw, as amended, for which a Development Permit may be issued with or without conditions.
- 3.13 “Municipal Development Plan” means a Statutory Plan that outlines the municipality’s direction for land use, infrastructure, transportation and environmental conservation.
- 3.14 “Notice of Application Sign” means a Sign posted on the subject Site to inform the public that a Statutory Plan amendment, Redistricting amendment, or Development Permit Application has been submitted for the subject Site.
- 3.15 “Notice of Development Approval Sign” means a Sign posted on the subject Site to inform the public that a Development Permit has been approved for the subject Site.
- 3.16 “Notification Sign” means a Sign posted on the subject Site to inform the public about a proposed land use or development Application.
- 3.17 “Redistricting” means an amendment to the Land Use Bylaw to change the land use district for a site to a different land use district.
- 3.18 “Road” means land shown as a road on a plan of survey that has been registered in a land titles office, or used as a public road.
- 3.19 “Sign” means a device, structure, or fixture intended for advertising or calling attention to any person, matter, object, or event.
- 3.20 “Site” means a parcel of land legally described as one entity on one certificate of title. A Site may also be referred to as a lot.
- 3.21 “Statutory Plan” means a Municipal Development Plan, Area Structure Plan or Area Redevelopment Plan adopted pursuant to the Act.

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4. RESPONSIBILITIES

4.1 Administration shall:

- (a) determine if a Notification Sign is required once an Application is received;
- (b) provide Applicants with Land Use and Development Notification Sign Guidelines;
- (c) confirm what type of Sign is required and provide a Sign template to the Applicant;
- (d) approve the draft Sign before it is printed and installed;
- (e) confirm the location of the Sign (s) to be placed on the subject Site based on the map provided by the Applicant; and
- (f) confirm the placement of the Sign on the Site by reviewing the photographs provided by the Applicant.

4.2 The Applicant shall:


- (a) adhere to the Land Use and Development Notification Sign Guidelines;
- (b) confirm the draft Sign and proposed location with Administration before it is printed;
- (c) install the Sign and provide Administration with two or more photographs of the Sign placed on the subject Site;
- (d) maintain the Sign and ensure it is installed for the required duration on the Site; and

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- (e) remove the Sign from the Site.

5. NOTICE OF APPLICATION SIGN

- 5.1 A Notice of Application Sign is required as per Table 1 of the Land Use and Development Notification Sign Guidelines.
- 5.2 A Notice of Application Sign shall be installed on the subject Site within fourteen (14) days of an Application being deemed complete for the following types of Applications:
 - (a) to amend the Municipal Development Plan;
 - (b) to adopt or amend an Area Redevelopment Plan;
 - (c) to adopt or amend an Area Structure Plan;
 - (d) to amend the Land Use Bylaw with respect to a Redistricting, including direct control districts;
 - (e) multi-lot subdivisions without an Area Structure Plan or Area Redevelopment Plan in place; and
 - (f) Development Permit for a Discretionary Use or where a variance is granted and where greater Community Awareness is desired by Administration.
- 5.3 Notwithstanding sections 5.2 (a) through to (f), a Notice of Application Sign may not be required where:
 - (a) the Application does not unduly impact abutting Sites and/or the neighbourhood, including the road network, infrastructure, or access to parks, commercial or other amenities;

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- (b) Redistricting Applications that conform to the Area Structure Plan in effect; and/or
 - (c) the Director of Planning and Development waives the requirement.
- 5.4 If there are multiple concurrent Applications for a Site, only one Notice of Application Sign may be required.
- 5.5 A Notice of Application Sign must be removed from the subject Site within thirty (30) days of the approval or refusal of the Application.

6. NOTICE OF DEVELOPMENT APPROVAL SIGN

- 6.1 The Development Officer may require an Applicant to prepare and install the Notice of Development Approval Sign on the subject Site within seven (7) days of the Development Permit approval for a Discretionary Use or where a variance is granted, and greater Community Awareness is desired by Administration as per Table 1 of the Land Use and Development Notification Sign Guidelines.
- 6.2 The Applicant must remove the Notice of Application Sign prior to installing the Notice of Development Approval Sign on the subject Site.
- 6.3 The Notice of Development Approval Sign must be removed within twenty-one (21) days of the approval of the Application.

7. RESCISSION OF POLICY 6,002

- 7.1 Policy 6,002 – Property Identification Signs Policy is hereby rescinded.

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RELATED DOCUMENTS

Land Use Bylaw, as amended
Traffic Bylaw, as amended
Advertising Bylaw, as amended
Land Use and Development Notification Sign Guidelines, as amended.

APPROVAL

Mayor: Original Signed by Mayor Acker Date: September 2, 2025