



LAND USE AND DEVELOPMENT
NOTIFICATION SIGN GUIDELINES

Guidelines

2025

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INTRODUCTION

The City of Spruce Grove requires a notification sign for some land use and development applications. These notification signs are placed on the site of the application, and are required to provide information about:

- the change in land use and/or a proposed project to be built;
- the planning and development process;
- opportunities for community input; and
- applicant and City contact information.

This information guide was developed to support applicants in the preparation, installation and removal of the notification signs. Additional information can be found in the Land Use Bylaw. Please note the requirement for notification signs does not replace other forms of notification the City undertakes for land use and development applications.

WHEN IS A NOTIFICATION SIGN REQUIRED

The City has two different types of notification signs that may be required:

- 1) **A Notice of Application sign** describes the proposed project and advises the community about where they can find additional information about the application.
- 2) **A Notice of Development Approval sign** provides notice to the community on the approval of a Development Permit application and information on the timing to file an appeal of the decision.

The following table one summarizes when a Notice of Application sign and Notice of Development Approval sign is required.

For Notice of Application signs, if there are multiple, concurrent applications for a site (i.e. an Area Structure Plan amendment and redistricting application), only one sign may be required. Proposed road closures are addressed through the Municipal Government Act and are typically addressed in the Traffic Bylaw.

Table 1 – When a Notification Sign is required

Notice of Application Sign				
Type of application	Sign required	Size of sign required	Timing of installation	Timing of removal
Municipal Development Plan amendment*	May not be required			
New and amended Area Structure Plan (ASP)	Yes	1.2 metre X 1.2 metre	Within 14 days of application deemed complete.	Within 30 days of approval/refusal.

New Area Redevelopment Plan (ARP) or amendment	Yes	1.2 metre X 1.2 metre	Within 14 days of application deemed complete.	Within 30 days of approval/refusal.
Redistricting	Yes	1.2 metre X 1.2 metre	Within 14 days of application deemed complete.	Within 30 days of approval/refusal.
Redistricting that aligns with the Area Structure Plan in effect *	May not be required			
Direct Control District new or amendment	Yes	1.2 metre X 1.2 metre	Within 14 days of application deemed complete.	Within 30 days of approval/refusal.
Multi-lot subdivisions without an Area Structure Plan or Area Redevelopment Plan in effect	Yes	1.2 metre X 1.2 metre	Within 14 days of application deemed complete.	Within 30 days of approval/refusal.
Development Permit	No			
Development Permit involving a discretionary use, or variance and community awareness is desired by Administration	Development Officer Discretion	1.2 metre X 1.2 metre	Within 14 days of application deemed complete.	Within 30 days of the approval or refusal.
Notice of Development Approval Sign				
Development Permit involving a discretionary use, or variance and greater community awareness is desired by Administration	Development Officer Discretion	1.2 metre X 1.2 metre	Within 7 days of the approval of the Development Permit. The Notice of Application sign must be removed prior to installing the Notice of Development Approval sign on the site.	Within 21 days of the approval.

***Administration shall use their discretion to require a sign** if there are anticipated unduly impacts to the community from the proposed application, including to the abutting sites and/or the neighbourhood. This includes impacts to the road network, infrastructure, or access to parks, commercial or other amenities. The Director of Planning and Development may also waive the requirement for a Notice of Application sign if there are extenuating circumstance such as a disruption to business services, or an application is expedited for statutory compliance, or to address health and safety issues.

Step one: confirm sign requirements with administration

Administration will confirm what type of sign is required, placement of the sign and provide a sign template through email as a PDF file. For Notice of Application signs, this occurs once administration has reviewed and deemed the application complete. For Notice of Development Approval signs, this occurs once the Development Permit has been approved.

Step two: print the sign

Once you receive the PDF file from the City, prepare the draft sign. This draft sign must be approved by administration before it is printed. The sign must be printed to the exact size specifications as per the PDF file provided by the City. The following specifications for the sign include:

- **Material:** weather resistant material (i.e. Choroplast or equivalent).
- **Quantity:** one (unless directed otherwise by City).
- **Size:** 1.2 meters by 1.2 meters
- **Minimum resolution:** 300 dpi
- **Design:** adhere to template provided by City.

Step three: install the sign

The applicant will indicate the proposed location of the sign on a map, and administration will confirm the location. Signs are not permitted on public property or road right of way, and may not be attached to trees on public or private property.

The finished sign must be promptly installed at the subject site, and:

- Installed on the primary street, in a visible location, that is free from obstructions.
- Must be located on private property, within a maximum of three meters of the property line of the subject property(ies).
- Must not obstruct vehicles, bicycles, or pedestrian sight lines or any traffic control signs or devices.
- Mounted at eye level, with the top of the sign no more than three meters high.
- Sign may be either free standing (attached to a wood beam) or affixed to fencing.

Once installed, at least two photos must be submitted to administration. One photo should show the sign close up and the other photo should show the sign relative to the property line and street.

The applicant is responsible for maintaining the sign and ensuring it remains installed for the required duration.

APPENDIX 1: SIGN TEMPLATES

The following are the templates for the Notice of Application sign and the Notice of Development Approval sign. Please note, administration may request different wording or mapping at their discretion.

Notice of Application Sign – Area Structure Plan/Area Redevelopment Plan Amendment and Redistricting Application

PROPOSED LAND USE CHANGE



Application Details

The City has received an application from NAME OF APPLICANT to amend the AREA STRUCTURE PLAN/AREA REDEVELOPMENT PLAN to allow for a change in land from LAND USE to LAND USE and redistrict LEGAL/SITE ADDRESS from DISTRICT to DISTRICT to allow for:

- USES (S)
- MAXIMUM NUMBER OF UNITS
- MAXIMUM BUILDING HEIGHT

Placeholder for ASP/ARP map

Please note the maps are conceptual and subject to minor changes.

Tell Us What You Think

Submit questions or comments to PLANNER NAME, PHONE NUMBER and EMAIL address by DATE. Comments received after this date may be considered depending on the application review period and public hearing date.

Placeholder for redistricting map

Next Steps

City Council is the decision maker on all redistricting applications. Information on the public hearing date will be provided on the City's Public Notices webpage when available at www.sprucegrove.org/government/public-notices



Applicant Contact Information: Name, phone number, and email address

Notice of Application Sign – Redistricting Application

PROPOSED LAND USE CHANGE



Application Details

The City has received a redistricting application from APPLICANT NAME to change the land use from DISTRICT to DISTRICT on LEGAL/SITE ADDRESS to allow for:

- USE (S)
- MAXIMUM NUMBER OF DWELLING UNITS
- MAXIMUM BUILDING HEIGHT

Tell Us What You Think

Submit questions or comments to PLANNER NAME, PHONE NUMBER and EMAIL address by DATE. Comments received after this date may be considered depending on the application review period and public hearing date.

Placeholder for redistricting map

Please note the map is conceptual and subject to minor changes.




Next Steps

City Council is the decision maker on all redistricting applications. Information on the public hearing date will be provided on the City's Public Notices webpage when available at www.sprucegrove.org/government/public-notice



Applicant Contact Information: Name, phone number and email address

Notice of Application – Development Permit Application

PROPOSED DEVELOPMENT		
Application Details <p>The City has received a Development Permit application from APPLICANT NAME for a TYPE OF DEVELOPMENT at ADDRESS to allow for:</p> <ul style="list-style-type: none">• TYPE OF BUILDING;• MAXIMUM NUMBER OF UNITS;• MAXIMUM BUILDING HEIGHT;• The current District allows for this type of development proposed as a PERMITTED/DISCRETIONARY USE.	 <p><i>Placeholder for rendering</i></p>	
Tell Us What You Think <p>Submit questions or comments to DEVELOPMENT OFFICER's NAME, PHONE NUMBER and EMAIL address by DATE. Comments received after this date may be considered depending on the application review period and approval.</p>	 <p><i>Placeholder for land use map</i></p> <p><small>Please note the rendering is conceptual and subject to minor changes.</small></p>	
Applicant Contact Information: Name, phone number and email address		

Notice of Development Approval Sign – Development Permit

APPROVED DEVELOPMENT PERMIT



Approval Details

A Development Permit has been approved for a development at ADDRESS. Under the DISTRICT, this approval allows for:

- DEVELOPMENT TYPE WITH NUMBER OF UNITS;
- PARKING STALLS (INCLUDING VISITOR).
- BUILDING HEIGHT.

Appeals

This Development Permit approval may be appealed by the public because it involves a discretionary use and or variance. Appeals can be filed with the Subdivision and Development Appeal Board (SDAB) by DATE by 4:30 PM. For appeals to be considered, a complete application form with the reason (s) you are appealing and payment is required.

For more information on SDAB, call 780-962-7634 (ext. 227) or email cityclerk@sprucegrove.org. The City's Public Notices webpage provides additional information on development permit decisions at www.sprucegrove.org/government/public-notices

Placeholder for rendering

Placeholder for land use map



For questions about the approval contact the Development Officer at phone number and email address