



TOWN OF SHAUNAVON SIGN CORRIDOR POLICY & APPLICATION

1. **Purpose:** The purpose of this policy is to provide guidelines for the erection, installation, maintenance, removal and required responsibilities of signs situated in the Town of Shaunavon designated sign corridor. No signs shall be erected on municipally owned property or in the sign corridor without the express written approval from the Town of Shaunavon.

2. **Definitions:**
 - 2.1 **“Applicant”** means any individual or corporation who makes an application to the Town of Shaunavon.
 - 2.2 **“Council”** shall mean the council of the Town of Shaunavon.
 - 2.3 **“Designated Sign Corridor”** shall mean the sign corridors located on Highway #37 north of the Town of Shaunavon and the corridor between 7th Avenue and 10th Avenue within the Town of Shaunavon as designated by the Ministry of Highways.
 - 2.4 **“Sign”** shall mean a sign that is designed to promote a business or organization, following all regulations set forth by the Sign Corridor Policy.
 - 2.5 **“Sign Owner”** shall mean any individual or corporation who is a successful applicant of the Sign Corridor Policy and is fully responsible for the approved sign.
 - 2.6 **“Town”** shall mean the Town of Shaunavon.

3. **Administration**
 - 3.1 **Sign Application**
 - 3.1.1 All applications for signs on municipally owned property and the sign corridor shall be made on the appropriate application form and in compliance with all bylaws or regulations governing said sign.
 - 3.1.2 All applications for the Town of Shaunavon Sign Corridor must be completed in full and be submitted to the Town of Shaunavon office. The application must clearly indicate the following:
 - a) The legal name of the applicant (if application is being made by a Corporation, Limited Company, Co-operative, organization or someone other than an individual, the name of an officer or individual in a position to speak for said applicant).
 - b) Preferred location of the sign. (Dependent on sign availability)
 - c) Indication of the wording and/or symbols to be put on the sign. (A simple drawing is required).



3.2 Approval

- 3.2.1 All applications to erect a sign must be submitted to the Town of Shaunavon and a decision rendered by administration thereon, based on the individual merits in each case. Disputed applications not resolved at the administration level can be appealed with Council.
- 3.2.2 Where an applicant is interested in erecting a sign in a general or specific area and said area is not available at that time, the applicant shall be placed on a waiting list. When a location in that area becomes available the applicant longest on the list shall be given first right to apply for said location. In the event that the applicant forgoes applying, said applicant's name shall be dropped from the list and the next applicant on the list shall be given the right of refusal, and so on. When the address of an applicant on this list is no longer known, that applicant will be dropped from the list. Preference will be given to local applicants regardless of their placement on the list.

3.3 Fees

- 3.3.1 The rental fee per year shall be \$500.00 plus applicable taxes per sign, billed annually each January. New sign approvals will be prorated on a monthly basis for the year based on the approval date. In the event that a rental fee for a location becomes more than 90 days in arrears, said location will be eligible for application and approval to another applicant. A cheque made payable to the Town of Shaunavon for the appropriate rental must accompany the application.

3.4 Forfeiture of Sign

- 3.4.1 The right to erect, place or transfer possession of a sign at the specified location is transferable to another person, corporation, limited company, or organization after a notice of intention by the sign owner designating the new intended sign owner in writing to the CAO and/or Town office. And for the new or intended sign owner to complete a new sign corridor application as according to standard Policy procedures. Yearly rental fees are not transferable.
- 3.4.2 Where an applicant has been approved but fails to erect a sign within the maximum time frame as indicated on the application, the applicant shall forfeit all rights to the approved location.
- 3.4.3 The Town shall, subject to providing fifteen (15) days' notice in writing to the owner thereof, have the right to remove and destroy a sign for any of the following reasons:
- a) Nonpayment of annual rental fee.
 - b) Deterioration of condition of sign.
 - c) Unauthorized use of the sign corridor.
 - d) Any reason deemed appropriate by Town administration / Council.
- Any accrued rental shall be credited to the Town and applied to the cost of removal and destruction.



3.5 Sign Owner's Responsibilities

- 3.5.1 Submit completed Sign Corridor Policy application form.
- 3.5.2 Provide a draft of the proposed sign with application, including colours, text and images that will be used on the sign.
- 3.5.3 The sign owner must source and provide their own sign at their own expense and provide it to the Town within 60 days of approval. The sign owner is responsible for all costs associated with creating, maintaining repairing and replacing the sign.
- 3.5.4 It is the sign owner's responsibly to arrange installation of the sign at their own expense. The Town of Shaunavon will not be responsible for any sign installation.
- 3.5.5 Pay all fees for the approved sign in the designated sign corridor within 30 days of receipt.
- 3.5.6 Adhere to all regulations and standards set forth in the Sign Corridor Policy.
- 3.5.7 Any damages to the sign are the responsibility of the sign owner. The sign owner must repair or replace any damaged sign within 30 days.
- 3.5.8 Provide the Town with 30 days written notice before the removal of any sign from the designated sign corridor.

3.6 Town of Shaunavon Responsibilities

- 3.6.1 Review all submitted applications for the designated sign corridor in the order they are received. Approve drafted sign design including text, colours and images if space is available and proposed sign follow all regulations and standards.
- 3.6.2 Invoice and collect annual rental fees from the sign owner.
- 3.6.3 Purchase, install, inspect, repair and maintain all sign supports.
- 3.6.4 Direct sign owners to repair or replace any damaged or weathered signs.

4. Regulations

4.1 Sign Construction

- 4.1.1 Signs in the sign corridor north of Town must be 8' x 12'. New signs being erected in the sign corridor between 7th Avenue and 10th Avenue (filling vacant spots) must also be 8' x 12'.



- 4.1.2 All 8' x 12' signs must be mounted on four 6" x 6" treated poles. There must be a distance of 5' to 6' feet from the ground to the bottom of the sign. The poles are required to be set 4'6" into the ground and tamped with a mixture of crushed rock, cement and clay. Exact location of support system to be determined by the Town Operations Department or Town Administration.
- 4.1.3 Signs shall be constructed and erected in the approved format only. Any future changes to the sign and its message, unless approved with the original application, must be presented to Council for further approval.
- 4.1.4 No elements of the sign design shall extend out beyond the specified sign dimensions.
- 4.1.5 Signs shall not display any flashing or rotating lights or have any moving parts.

4.2 Sign Maintenance

- 4.2.1 All signs erected in the designated sign corridor must be appropriately maintained by the sign owner. It is the sign owner's responsibility to ensure the sign is in good condition and to repair or replace the sign if it is damaged.



APPLICANT INFORMATION		
Business Name:	Applicant Name:	
P.O. Box #:	Street Address:	
Town/City:	Province:	Postal Code:
Telephone #:	Email Address:	
PROPOSED SIGN INFORMATION		
Proposed Sign Location:		
Proposed Sign Design - Text / Colours/ Images:		
(Please provide a sketch of design or attach an image)		
Other Information:		

FEES / BILLING	
Rental Fee (8'x12' Sign)	\$500.00 billed annually
<i>*Billed annually in January. Full payment due within 30 days.</i>	
<i>*New sign approvals will be prorated for the year.</i>	

(Applicant Signature)

(Date)