

**SCHEDULE 1**  
**NOTICE OF DEVELOPMENT**  
**SIGN REQUIREMENTS**

---

These requirements apply to applications for amendments to the Official Community Plan, Zoning/Land Use Bylaw, to applications for Commercial or Temporary Industrial Permits and to Liquor Licensing applications where required.

Where an application as referenced above is submitted the applicant shall prepare and post notification sign(s) on the subject property(s), and shall:

1. Erect one sign on each street frontage of the site to inform the public about the nature and purpose of the application(s). The sign(s) shall be located within six metres of the street frontage and approximately the mid point of the subject property. The sign shall be clearly visible from the street and be securely fixed to the ground. The sign shall be located a minimum 1.2 metres above the ground. Note: Small corner sites may be permitted to have only one sign at the discretion of staff.
2. Prepare and post the notification sign in accordance with the sign specifications within 10 days of making the application to the City and verify to staff that the sign(s) have been erected.
3. It is the responsibility of the applicant to make, buy, or rent the sign(s) and to post the same. Failure to install the sign(s) according to these requirements will result in a postponement in the processing of the application.
4. Remove the sign(s) within one week of the application being refused or approved by Council or within one week of the application being withdrawn by the applicant.
5. The Notice of Development sign(s) shall be a minimum of 1.2 m X 1.2 m in size and constructed of 1.3 cm plywood or other durable material with a white background and black letters. The Format Sheet specifies the requirements regarding the materials and format of the Notice of Development sign(s).

# NOTICE OF DEVELOPMENT SIGN FORMAT SHEET

## NOTICE OF DEVELOPMENT

**SITE DESCRIPTION:**

**FROM:**

**TO:**

**IN ORDER TO DEVELOP:**

**FOR FURTHER INFORMATION PLEASE CONTACT:  
DEVELOPMENT SERVICES & SUSTAINABILITY  
CITY OF NELSON**

**352-8260**

## NOTICE OF DEVELOPMENT SIGN SPECIFICATIONS

Sign Material: 1.3 cm plywood or durable material

Sign Size: 122 cm x 122 cm

Sign Lettering: Black enamel paint or  
Black vinyl block lettering  
(i.e., Helvetica, Switzerland Black)

**“NOTICE OF DEVELOPMENT”**

- 7.6 cm black letters

**“SITE DESCRIPTION”** (and all wording therein)

**“FROM”** (and all wording therein)

**“TO”** (and all wording therein)

**“IN ORDER TO DEVELOP”** (and all wording therein)

- 3.8 cm black letters

**“FOR FURTHER INFORMATION PLEASE CONTACT:  
DEVELOPMENT SERVICES AND SUSTAINABILITY  
CITY OF NELSON**

**352-8260**

- 2.5 cm black letters

## SCHEDULE 2

### **OCP AND ZONING/LAND USE BYLAW AMENDMENTS PROCESSING PROCEDURE**

---

1. Upon receipt of an application accompanied by the required fees and attachments, staff will open a file and issue a receipt to the applicant.
2. Staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. If the applicant does not provide the required information within a timeframe identified at the discretion of Development Services and Sustainability staff, the application and fee will be returned to the applicant.
3. Within ten (10) days of making application, the applicant is required to erect a Notice of Development Sign in accordance with the requirements outlined in Schedule 1 of this bylaw.
4. The applicant shall advertise and host a public information session, open house or public meeting at his or her expense to explain the proposed development. Development Services and Sustainability staff may or may not attend.
5. The applicant shall provide a written report to staff no later than the time the Advisory Planning Commission has met to discuss the application. The report shall discuss the issues raised at the public meeting from those who attended.
6. Development Services and Sustainability staff will refer the application to all applicable City departments, Advisory Planning Commission, government ministries and agencies as applicable, and in accordance with section 879 and 881 of the *Local Government Act*. The proposal may also be referred to the RDCK if the application could affect that jurisdiction.
7. The applicant will be invited to attend the Advisory Planning Commission to present their proposal for development.
8. The Advisory Planning Commission will make a recommendation on the application to Council.
9. The referral agencies' comments will then be incorporated into a technical report to Council.
10. Council will, upon receipt, consider the technical report and the amending bylaws.
11. After an amending bylaw receives first and second reading, it will be advertised in an appropriate newspaper. If required, a public hearing will be held to permit the public to comment on the application. Notice of a public hearing will be given pursuant to the *Local Government Act* to owners and tenants of all parcels within a distance of 60 metres of the property subject to the bylaw amendment.
12. Following the Public Hearing and public notification of an amending bylaw, Council will consider the amendment bylaw and may proceed with Third Reading, refer, table or deny the application. Upon third reading, a zoning/land use bylaw amendment may need to be forwarded to the appropriate Provincial ministry, for signature before proceeding to Council for adoption.

13. Once minutes of the Council resolution have been prepared, the applicant will be notified in writing of the outcome.