

	OFF PREMISE SIGNS FOR RURAL NON-PROFIT GROUPS		Issued: MAR 2012
			Revised:
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RECOMMENDED PRACTICES	PART	HIGHWAY SIGNS	
	SECTION	MISCELLANEOUS	
	SUB-SECTION	COMMUNITY INFORMATION	

General

Non-profit groups sometimes operate and hold events in rural areas of Alberta that are not directly adjacent to provincial highways. These organizations are eligible for information signs adjacent to the highway right-of-way to raise awareness of the non-profit group and its upcoming events.

Standard

The following non-profit groups operating in rural areas are eligible for Off Premise signs in accordance with these guidelines:

- Incorporated societies;
- Incorporated public non-profit companies; and
- Registered charitable organizations.

The above non-profit group types are defined and governed by the Societies Act, Companies Act and Charitable Fund-raising Act respectively. The applicant must provide valid documentation to prove their organization qualifies as a non-profit group as is compliant with the requirements of this legislation to be considered for a sign.

Off Premise Signs for Rural Non-Profits Groups will only be permitted for non-profit groups whose base of operation is outside urban areas (cities, towns, villages). Non-profit groups are eligible for signs adjacent to any highway within a 15 km radius of the group's main base of operation.

The sign content is limited to the name of the non-profit group, contact information (phone number, website, email, etc.), and a message panel/area to display messages related to the group's charitable initiatives

(such as upcoming events, announcements, etc.).

Electronic changeable message signs may be used as a component of the overall off-premise sign (up to 25% of overall sign area). Detailed requirements for the use of electronic signs are contained in the Electronic Message Signs recommended practices guideline.

Message content may be changed as desired by the non-profit group (no requirement to advise the department prior to changing). However, message content is limited to messages promoting the non-profit group and their events, and must not include advertising/promotion of a separate business, organization, or special interest group.

Unless otherwise specified, the maximum sign size permitted is 10 square metres. The sign shall be a maximum of 5 metres in length (longest dimension).

The letter size on each sign permitted shall be a minimum of 15 centimetres in height. The use of standard lettering styles is encouraged for improved legibility.

The use of reflectorized sign materials is recommended in order to provide 24 hour legibility.

The sign shall be placed no closer than 10 metres from the edge of the highway right-of-way. It is the responsibility of the applicant to gain permission from the landowner for the placement of the sign on their property.

Where a service road exists adjacent to the highway, the sign shall be located on privately owned land and set back a minimum of 10 metres from the service road right-of-way or a minimum of 40 metres from the highway right-of-way.

Access to the sign for maintenance and message changing must be via privately owned land (not from the highway right-of-way).

Mandatory

Non-profit groups wishing to erect a sign within 300 metres of the highway right-of-way boundary in Alberta, or within 800 metres of the centre point of an intersection of the highway with another public road, must complete a sign application and submit it to the nearest Alberta Transportation district office. The application form is available at the following website:

<http://www.transportation.alberta.ca/2626.htm>

A listing of district offices is available at the following website:

<http://www.transportation.alberta.ca/Content/docType329/Production/distaddress.pdf>

Sign construction or structural changes may not proceed until a permit has been issued by Alberta Transportation, subject to the provisions of the Highways Development and Protection Act, Chapter H-8.5 2004, amendments thereto, and Highways Development and Protection Regulation (326/2009) and amendments thereto.

Signs with any of the following characteristics will not be permitted:

- Displays an intermittent, flashing or rotating light or lights;

- Flood lighting in such a manner as to cause interference to the motoring public;
- Yard lights, area lighting or other lights that, in the opinion of the Operations Manager, are excessively distracting to the public or create a traffic hazard;
- Has moving or rotating parts; or
- Bears a legend giving a command such as “stop, stop ahead, turn, caution,” etc., or any legend that in any way imitates a standard or commonly used traffic signal device or sign.

All signs must be fabricated professionally using conventional exterior sign materials.

The development control zones along minor highways within rural municipalities and along major highways within large urban centres are not governed by Alberta Transportation. Non-profit groups wishing to erect Off Premise signs within these areas must contact their local municipality for guidance.

Installation and Maintenance

Each non-profit group is responsible for all costs and activities associated with their Off Premise sign(s), including fabrication, installation, future replacement of the sign and sign structure, and maintenance.

The department monitors signs within the highway environment to ensure the safety of motorists and provision of an aesthetically pleasant environment.

Excessive or Unsightly Signs

The department, through the legislation of the Traffic Safety Act, may take the following actions:

- Request the sign owner remove

- obsolete signs
- Remove or relocate signs which prevent a vehicle from having a clear and unobstructed view of the roadway.

References to Standards

<i>Highways Development and Protection Act</i>	Highways Development and Protection Regulation
<i>Traffic Safety Act</i>	
<i>Societies Act</i>	
<i>Companies Act</i>	
<i>Charitable Fund-raising Act</i>	
<i>Recommended Practices</i> Part: Highway Signs- Miscellaneous-Business	Electronic Message Signs