

SER-013-005

Strathcona County Municipal Policy Handbook

Road Right-of-Way Sign Policy

Date of Approval by Council: 06/10/2014**Resolution No.:** 218/2014**Lead Role:** Chief Commissioner**Replaces:** n/a**Last Review Date:** June 10, 2014**Next Review Date:** 06/2017**Administrative Responsibility:** Transportation and Agriculture Services

Policy Statement

To ensure that **ALL** non-traffic control signs in our road right-of-way are uniform, legible and appropriately located, in accordance with the Transportation Association of Canada's latest Manual for Uniform Traffic Control Devices and Alberta Transportation standards. This policy makes road signs in Strathcona County consistent, clear and safe and is intended to function with Policy SER-009-017 Traffic Control Devices.

Definitions

Applicant: The representative of the regional business that has applied for sign placement approval.

Class 1 Highways: Highways that facilitate a significant amount of long distance or inter-regional travel and are the responsibility of the Province through Alberta Transportation. These include major commuter routes with high volumes of intra-regional travel and cross municipal boundaries.

County Road: Highways that are the responsibility of Strathcona County and not designated as a Provincial Highway.

Regional Business: A business or attraction that attracts non-local visitors, who are unfamiliar with the area and may be situated where other means such as GPS maps are not available or applicable. May also include large industrial sites with several accesses for emergency responsiveness to best locate specific locations. No other resident or business will be considered for approval of permanent sign placement within the County road right-of-way.

Road User: An individual who travels within Strathcona County.

Sign: Unless otherwise noted, signs within this policy are permanently installed signs that are non-traffic related signs providing road users with information such as directions.

Guidelines

This policy allows permanent, fixed, non-traffic control signs, such as, information and directional signs to achieve their desired effect without undue detriment to the road right-of-way and the public at large. Approved information and directional signs will direct road users to attractions and facilities via a dedicated route. This route will be the most common and direct route to travel from one Class 1 Highway.

Roles and Responsibilities

Transportation and Agriculture Services is responsible to

- Review and approve signage proposed in the County's road right-of-way
- Accept all applications and funds related to signage requests
- Approve all sign layouts and designs
- Order and install signs on behalf of and at the cost to the applicant
- Inspect signage to ensure they are legible and maintained
- Maintain and update the required standards and application process, as required
- Inventory all signage in a sign management database
- Aid all applicants in the completion of signage requests
- Develop and maintain administrative procedures

Planning and Development Services is responsible to

- Notify and provide Transportation and Agriculture Services with all requests for signs through development for review and comment
- Review and provide input on signage requests

Economic Development and Tourism is responsible to

- Work with regional businesses to promote understanding of this policy
- Direct all sign requests to Transportation and Agriculture Services

Regional Business requesting signage within the County's road right-of-way shall

- Complete the application with the appropriate fee and submit in writing a formal request to obtain permission to place signs within the County's road right-of-way
- Applicants need to identify the proposed sign locations on a map accompanying the application
- Own and/or operate/represent a regional business located in Strathcona County
- Own and/or operate/represent a regional business that requires directional signs for safety and emergency response
- Hold a valid Strathcona County Development Permit for the business
- Applicant will be responsible for the costs of the sign fabrication, installation, and replacement
- Applicant will be responsible for the costs associated with dismantling and disposing of the sign upon closure of the business or as the signs' intended function is no longer required
- Applicant agrees to inspect and ensure the approved signs are in good condition, legible and functional at all times and to contact Transportation and Agriculture Services for maintenance