

4VILLAGE OF ELBOW
HIGHWAY SIGN CORRIDOR POLICY

<i>Section</i>	General Government	<i>Classification</i>	400-20
<i>Subject</i>	Highway Sign Corridor	<i>Pages</i>	#4
<i>Authority</i>	Council	<i>Effective Date</i>	Feb.10, 2025
<i>Approved (date)</i>	Feb.10. 2025	<i>Motion No.</i>	# 52-2025

1. PURPOSE:

The objective of this policy is to prescribe the standards for all highway signage located within the Village of Elbow Highway Sign Corridor.

2. SCOPE:

This policy applies to all highway signs installed in the Village of Elbow Highway Sign Corridor, along Highway 19, starting 1 km North and West and 1 km South and East and continuing for 2 kms.

3. PROVINCIAL REGULATIONS:

The Provincial Highway Sign Control Regulations established under *The Highways and Transportation Act, 1997* allow for the installation of private signs adjacent to provincial highways. This is governed by the “Roadside Management Manual RSMM 1220” from the Ministry of Highways, Government of Saskatchewan.

4. SIGN DESIGN GUIDELINES:

Sizing: All signs shall be 4’ x 8’ and placed horizontally attached to 4” x 4” treated wooden posts installed by the Village of Elbow.

Material: Signs must be made of aluminum composite and the back of the sign must be white. Sign must be professionally made by a sign company of your choice. Wooden posts are provided.

Legibility: All sign designs must be submitted to the Chief Administrative Officer (CAO) prior to creation and installment. To ensure legibility and aesthetics, the sign must have the following:

- Two, three or four lines of information (maximum 4 lines or writing)
- Three or four words per line
- Average letter height is 6” to 8” over the scope of the design, letter may vary in size but must average in size between 6” and 8”. Please note that the larger the letter height, we recommend using less words and/or lines
- Logos are recommended

5. PROCEDURE:

Signage presentation along the Highway Corridor will be regulated by this policy. Signing along provincial highways is considered to be an medium to promote the goods and services of local businesses and enterprises.

Application: All Elbow businesses, Elbow home based businesses located in the Village with a valid business license and Elbow area businesses must submit an application for their sign request to the CAO for approval using the **Highway Sign - Application Appendix A** hereto attached. The CAO will approve the sign design and allocate the location. The CAO will work with the Village of Elbow Council if the number of signs requested exceeds the number of locations available to determine a resolution.

Approval: The CAO will review applications to ensure all designs are consistent, appropriate and meet the requirements of the guidelines. Once approved and installed, any changes or additions to the sign must receive prior approval from the CAO. The CAO and Council reserve the right to deny or void the permit for any sign for any reason. Approval to establish a sign in the Highway Sign Corridor shall be issued in **Appendix B** hereto attached.

Sign Priority: We are limited to the number of signs in the Village of Elbow Highway Sign Corridor. If necessary, there will be a waiting list based on priority. Priority will be given to, in this order:

- (1) Elbow businesses with commercial property assessment
- (2) Home based businesses located in Elbow with a valid business license
- (3) Elbow area businesses

Installation: The Village of Elbow will provide the wooden posts and the business is responsible for providing the sign itself. Signs will be installed May – October, weather permitting by the Village of Elbow. Installation fees are \$150.00 per sign.

Maintenance: All sign owners will be charged an annual maintenance fee of \$150 per sign. When a sign is in need of repair or replacement, the Village of Elbow will contact the sign owner in writing. If there has been no action to remedy the sign within 30 days of contact, the sign will be removed and disposed of at the sign owner's cost and the space made available to another business. Post maintenance will be done by the Village of Elbow.

Sign Removal by Request: A sign can be removed by the Village of Elbow by contacting the CAO. The CAO will arrange for this removal by the Village of Elbow at no extra cost.

Change in Business Status: When a business ceases operating, the sign will be removed. The CAO will arrange for this removal by the Village of Elbow at no extra cost.

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APPENDIX A – Highway Sign Application

Please complete all questions and give a layout or image of your proposed sign and return this form to elbow@sasktel.net or mail to **Village of Elbow, Box 8, Elbow, SK S0H 1J0.**

Business Name: _____

Business Location: _____

Business Description: _____

Sign Requestor's Contact Information

Name: _____

Phone: _____

E-Mail: _____

Website: _____

Design: _____

Provide Logo, Drawing, Layout or if possible, proof or image of proposed design.

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Proof Received: Yes ___ No ___

Application Status: Approved ___ Denied ___ On Wait List ___

Elbow CAO Approval: ___ **Permit Fee paid:** Yes ___ No ___

Date: _____ **90 Day Expiry for Receipt of Sign:** _____

Permit Renewal if Expired: Yes ___ No ___ **Renewal Date:** _____

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APPENDIX B – Permit To Install Corridor Signing

Permit # _____

From: _____
(Elbow CAO)

Date: _____

Dear _____;

Permission is hereby granted for the installation of _____ sign (s) at the following location(s):

Highway	Land Location	Detailed Land Description
__19__	_____	_____
__19__	_____	_____

This permit is issued subject to the following conditions:

1. The applicant is responsible for any alterations to telephone, power lines, or other utilities made necessary by the work authorized by this permit.
2. Issuance of this permit does not eliminate the need to comply with provincial and federal statutes.
3. The sign must be received by Elbow Public Works for installation within 90 days of the date of this permit. If the sign is not installed within this period, application must be made for renewal of this permit.
4. Sign size and spacing will adhere Section 3 & 4 of Village of Elbow Highway Sign Corridor Policy.
5. Installation fee (if applicable) must be paid before permit will be issued. Any permit fee that remains unpaid for more than 90 days from invoice date, will have the sign removed.