

Application to Access HRM Property for a Neighbourhood Sign

The purpose of neighbourhood signs is to celebrate identity, civic pride, commemorate culture and heritage and foster a welcoming environment. Neighbourhood signs do not define an official boundary.

HRM may consider requests from volunteer resident groups within existing neighbourhoods for signs on HRM-owned public property. All requests are subject to HRM approvals, bylaws and requirements. HRM encourages neighbourhood signs to be located within parks, open spaces, and on community center properties.

Neighbourhood sign projects are resident driven and must provide opportunities for community engagement.

A Community Developer can provide support to your group through the process of planning your neighborhood sign.

For more information please contact:

Community Relations and Cultural Affairs
490-6577

hammonp@halifax.ca

Name of the Volunteer Resident Group:

Mandate and History of the Group:

Number of Volunteers Involved in the Project:

Contact Person:

E-mail:

Phone:

Mailing Address:

Proposed Location(s) on HRM Owned Land (parks/open spaces/community centres):

Option 1 _____

Option 2 _____

Option 3 _____

By checking this box, you are **confirming you have contacted the “Call Before you Dig” Phone Line at 1-866-313-3030** to determine if any gas lines are in the area of any proposed locations for a Neighbourhood Sign.

I hereby make application for approval of a Neighbourhood Sign on HRM-owned property with the full knowledge and authorization of the applicant group as identified on this form.

Signature: _____

Date: _____

- By checking this box, you are **confirming you have reviewed the attached procedures** (Attachment 1) as part of the application process.

Site Plan

Contact HRM Development Services prior to developing your site plan.

- Halifax & area (490-5650)
- Dartmouth & area (490-4490)
- Sackville –Bedford & area (869-4375)

Staff can provide you with the specific requirements for your area.

Please attach the following site plan information with your application:

- Setback distances of the sign from all property lines
- Height of the proposed sign
- Length and width of the face of the proposed sign
- Messages on the proposed sign
- Nova Scotia Engineers’ stamp

Purpose/Need

Please describe the purpose and need for the neighbourhood sign. Please include supporting historical research (attach if needed).

Community Engagement

Please describe how your group plans to involve others in the project.
How will you inform neighbours of the project?

Funding

Please include a funding plan for the project.

Next Steps

Once you completed this application, please contact a Community Developer at 490-6577 or hammonp@halifax.ca



**(Attachment 1)
Procedures for the Volunteer Group Making Application
for a Neighbourhood Sign**

- Neighbourhood signs must comply with the definitions as outlined on this application as well as applicable legislation, bylaws and approvals (HRM Development Services).
- The volunteer group is responsible for the development of the proposal including proposed locations, site plan, design, historical research, community engagement plan (consultation, informing neighbours, inviting participation), and expenses* (** dependent upon budget resources and approval, HRM may fund installation costs*)
- The volunteer group must provide opportunities for citizen engagement and demonstrate neighbourhood support for the project.
- The design of a neighbourhood sign must not be confused with the design of the Civic Addressing Community Signs that have been installed for 911 emergency purposes (blue reflective signs).
- All proposed sign plans require a Nova Scotia Engineers' Stamp. All signs must be professionally installed as per plan specifications.
- For this process, a neighbourhood refers to a smaller area within a community. Neighbourhoods are generally located within established suburban and urban areas and may not have well defined or official boundaries.
- The priority for neighbourhood signs will be identified through volunteer groups within existing neighbourhoods that do not have signage; a demonstrated volunteer commitment; a Community Visioning process; or Regional or Community Council on behalf of a volunteer group.
- The priority locations of neighbourhood signs are encouraged to be within HRM-owned parks, open spaces, and community centre/facility properties. Any neighbourhood sign will require approval and permitting from HRM Development Services.
- Replacement of neighbourhood signs will be dependent upon community involvement and community funding.
- This application process does not apply to “gateway” signs for new residential development, marketing signs, way-finding signs, directional signs, or signs on private property. Appropriate legislation, bylaws and permits would still apply in these circumstances.