

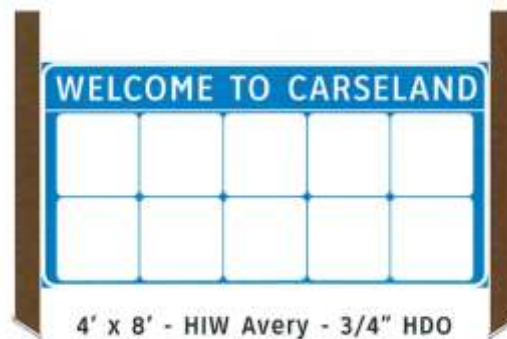
GUIDELINES, FEES AND PROCEDURES FOR HAMLET ENTRANCE TOURISM SIGNS	X.X.X (Insert Policy #) Page 1/2
Effective Date: XXX XX/20 Res. CM2020-XX-XXX	Revised:

PURPOSE

To define the process and schedule of fees and services relating to standardized blue hamlet entrance signs for organization promotion to be called Hamlet Entrance Tourism Signs.

These signs are designed being four-feet by eight-foot blue board signs installed on two wood posts and would be located near a hamlet's main road entrance. These signs are standardized to display "Welcome to [Hamlet]" across the top and included two rows to hold five placard logo signs on a slide-shelf to a maximum of five placards per shelf. Each sign can hold multiple rows of shelves to be determined by need at the time of installation. Each placard is 45 centimetres squared.

The placards to be installed would be available to lease to a hamlet business with an option for annual renewal for a pre-determined fee. Each placard would be installed or removed only by a Wheatland County employee pre-determined by Administration to do so.



Example of Hamlet Entrance Tourism Sign for Carseland

POLICY

1. Conditions

- Each sign must be permitted by Wheatland County and in the case of provincial highway easement conditions if applicable by Alberta Transportation.
- Each placard installed must be for a company, organization, or society registered and permitted to conduct business in Wheatland County and the Province of Alberta.
- All content in each business placard must be approved by Wheatland

- County to be displayed on Hamlet Entrance Tourism Signs.
- d) Wheatland County will remove placards for inoperative businesses or organizations.
 - e) Wheatland County will also remove placards for unpaid annual fees after 90 days of non-payment after the renewal fee date.

2. Guidelines

- a) All information supplied by organizations for placard printing must identify the organization's name or logo at a minimum and be legible within the placard constraints at 45 centimetres squared.
- b) All fees must be paid before placard printing, and placard installation is completed.
- c) Any fee changes by Wheatland County will only be subject to change at the time of the annual renewal date and organizations will be notified in a standard yearly renewal notice.
- d) Fees will be kept consistent across Wheatland County for this sign type regardless of location.

3. Process

A Sign Request Application should be submitted to the Economic Development division at Wheatland County with logo and/or written content no later than March 31 of the year the install is requested. Payment must be received by April 30 (30 days after application submission). All fees need to be collected before sign production is done. Signs will be printed and installed around the end of May of that calendar year.

If organization logos are not deemed of sign printing quality, an additional fee of \$95.00 per hour will be charged in the initial payment. Artwork quality will be approved by Economic Development Officer by recommendation of the sign manufacturer. All imagery should be line art and not raster and provided in an Encapsulated Postscript (EPS) or Portable Document Format (PDF).

Fees will be detailed in the Master Fee Schedule. A reminder notice will be sent out via email 90 days prior to a new billing cycle. Billing cycles begin on June 1 of each calendar year and go till May 31 of the following year.