



TOWN OF LAKE COWICHAN

BYLAW NO. 1125 - 2025

DEVELOPMENT APPLICATION PROCEDURES

**TOWN OF LAKE COWICHAN
BYLAW NO. 1125-2025**

**A Bylaw to establish procedures for the processing of development applications and
to delegate powers, duties, and functions of Council**

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1.0 STATUTORY AUTHORITY

1.1 **WHEREAS** Section 460 of the *Local Government Act* requires the Council to define, by bylaw, the procedures under which an owner of land may apply for amendment to an official community plan, zoning bylaw, and for the issuance of a permit under Part 14 of the *Local Government Act*;

1.2 **WHEREAS** Section 154 of the *Community Charter* allows Council to delegate certain authorities to officers and employees of the City;

1.3 **WHEREAS** Section 94.2 of the *Community Charter* allows to provide for alternative means of publishing notices;

1.4 **NOW THEREFORE** the Council of the Town of Lake Cowichan, in open meeting assembled, hereby enacts as follows

2.0 PURPOSE

The purpose of this bylaw is to establish development approval procedures, to align the procedures with the *Local Government Act*, and establish delegated approval for some land use applications including minor development variance permit

3.0 TITLE

This Bylaw may be cited as the “Development Application Procedures Bylaw No. 1125-2026”.

4.0 DEFINITIONS

“Applicant” means the owner or an agent duly authorized to act on the owner’s behalf in relation to an application(s);

“Chief Administrative Officer” means the municipal officer appointed under section 147 of the *Community Charter*;

“Council” means the Council of the Town of Lake Cowichan

“Director of Planning and Building” means the person so appointed by the Chief Administrative Officer;

“Official Community Plan” or “OCP” means the Town of Lake Cowichan Official Community Plan Bylaw as amended or superseded from time to time.

“Owner” means the registered owner(s) of property as demonstrated on the Land Title Certificate.

“Qualified Professional” means a professional engineer, geoscientist, architect, landscape architect, certified arborist, biologist, planner, forester, qualified environmental professional, or other professional licensed to practice in British Columbia with experience relevant to the applicable matter, as determined appropriate by the Manager.

5.0 INTERPRETATION

- 5.1 A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated, or replaced from time to time.
- 5.2. A reference in this bylaw to any bylaw, policy or form of the Town is a reference to the bylaw, policy or form as amended, revised, consolidated or replaced from time to time.
- 5.3 Where this bylaw delegates a power, duty or function of Council to a named position, the delegation is to the person who holds the position, and to any person who is the deputy of, or who is authorized to act for, that person.
- 5.4 Unless a power, duty or function of Council has been expressly delegated by this bylaw or another municipal bylaw, the powers, duties and functions of Council remain with Council.
- 5.5 A person to whom a power, duty or function has been delegated under this bylaw, or another bylaw, has no authority to further delegate to another person any power, duty or function that has been delegated to them by this bylaw.

6.0 GENERAL PROVISIONS

6.1 Application Fees

- 6.1.1. At the time of application, the applicant must pay the Town an application fee in the amount set out in any applicable Town of Lake Cowichan Fees Bylaw.

6.2 Application Requirements and Processing Procedures

- 6.2.1 Before commencing work that requires approval of an OCP Bylaw amendment, Zoning Bylaw amendment, Development Permit, and Temporary Use Permit, the applicant must submit the applicable application and receive approval for such amendment or permit from the Town.
- 6.2.2 An application must be submitted to the Town in accordance with the provisions of this Bylaw and any other applicable Town bylaw concerning development applications procedures.

- 6.2.3 An application must be submitted as one complete package.
- 6.2.4 An applicant must submit any application in the form required by the Director of Planning and the application will be processed substantially as outlined in this bylaw.
- 6.2.5. The Town only accepts complete applications. If staff determines that an application is incomplete during the initial review, the application will be placed on hold and the applicant will be requested to provide the required information. If an applicant does not provide the required information within three (3) months of the request, the file will be closed and the application and fee will be returned in accordance with the Town of Lake Cowichan Fees Bylaw as amended or superseded from time to time.
- 6.2.6. An application that has been inactive for more than 6 months is deemed to be abandoned and may be closed.

6.3 Number of Development Applications

- 6.3.1 Where a proposed activity or development involves more than one type of application, the applicant must comply with all of the applicable provisions of this Bylaw.
- 6.3.2 Where land is subject to more than one Development Permit Area designation, only one Development Permit Application is required and the application must address the requirements of each applicable Development Permit Area and the applicant must pay the application fees for each Development Permit Area in the amount set out in any Town of Lake Cowichan Fees Bylaw as amended or superseded from time to time.

6.4 Development Permit Required Prior to Development

- 6.4.1 In all Development Permit Areas, an applicant must obtain all required Development Permits before land is subdivided or development occurs, including but not limited to land clearing, vegetation removal, preparation for the construction of services or roads, blasting, and construction of, addition to or alteration of a building or structure, unless otherwise exempted from requiring a Development Permit as specified in the Official Community Plan.

7.0 SIGNAGE

- 7.1 In respect of an application for an OCP Bylaw amendment, Zoning Bylaw amendment, and Temporary Use Permit, the applicant, at their cost, must post a Notice of Application Sign in accordance with Schedule 1 of this bylaw.
- 7.2 The applicant must install an application sign, as follows:
- (a) within 15 days after submitting an application; and
 - (b) at least 15 days before the scheduled date of the public information meeting, if required.

8.0 NOTIFICATION

- 8.1 Where a notice is required to be mailed or delivered to owners and tenants, pursuant to the *Local Government Act*, notice will be mailed or otherwise delivered to owners and tenants of parcels within 50 metres from any boundary of any subject property of the application.
- 8.1.1 In addition to statutory requirements for notice required pursuant to the *Local Government Act*, additional means of notice includes:
- (a) Public Notice posting at the municipal hall at 39 South Shore Road board and on the main page of the Town's website;
 - (b) Social media posting – public hearing will be posted on Facebook at least 14 days prior to the hearing.
- 8.2 Where notification is not required by the *Local Government Act*, the Town will provide notification to owners and tenants as follows:
- (a) The Town will provide notification for delegated Minor Development Variance Permits to be mailed or otherwise delivered to owners and tenants of parcels within 50 metres from the boundaries of the subject application at least 10 days prior to consideration of the application.
 - (b) When a public information meeting is required by the Town, the Town will provide notice of the meeting to owners and tenants of parcels within 50 metres from the boundaries of the subject application at least 10 days prior to the meeting.

9.0 PUBLIC INFORMATION MEETINGS

- 9.1 An applicant is required to hold a public information meeting prior to OCP Bylaw amendments, Zoning Bylaw amendments, and Temporary Use Permit applications

being considered by Council for 1st reading to provide an additional opportunity for the public to access information and to inquire about the proposal beyond that available through the standard application processes.

- 9.2. When a public information meeting is held by the applicant, it is the responsibility of the applicant to arrange and conduct the meeting at a location that is approved by staff, accessible to individuals with disabilities, and in the Town and/or on a virtual meeting platform at their expense.
- 9.3. The applicant must advertise the meeting in a local newspaper at least 10 days prior to the meeting at their expense.
- 9.4. After the meeting is held, applicants must submit a report to the Town summarizing the meeting including the following information:
 - (a) Location, time, and duration of meeting;
 - (b) Number of attendees;
 - (c) Proof of how the meeting was advertised;
 - (d) Information provided at the meeting; and
 - (e) A summation of questions raised and major discussion points.
- 9.5. Council may require the applicant to conduct additional public consultation to seek additional community engagement regarding the proposed application, the cost of which will be the responsibility of the applicant.

10.0 SECURITY

- 10.1 Pursuant to the *Local Government Act* and the OCP, security may be required as a condition of permit issuance for the following:
 - 10.1.1. Landscaping (“Landscape Security”);
 - 10.1.2. An unsafe condition or damage to the natural environment that may result as a consequence of a contravention of a condition in a permit (“Remediation Security”); or
 - 10.1.3. To guarantee the performance of the terms of a permit (“Performance Security”).
- 10.2 Form of Security

10.2.1 *Security* required prior to issuance of a *Permit* will be provided by the *Applicant* in the form of cash, a certified cheque, or an irrevocable letter of credit, effective for a period determined by the *Director*. Irrevocable letters of credit must be clean and unconditional, automatically renewing, and redeemable at a local bank.

10.3 Amount of Security

The amount of security will be calculated and submitted by a Qualified Professional at the applicant's expense, to the satisfaction of the Director using the following:

- 10.3.1. For Landscape Security, the amount of security will be 125% of an estimate or quote of the cost of works, including but not limited to: inspections, monitoring, maintenance, hardscaping, irrigation, labour and plantings materials.
- 10.3.2. For Remediation Security, the amount of security will be 125% of an estimate or quote of the cost of works, including but not limited to: inspections, monitoring, maintenance, irrigation, labour and planting materials.
- 10.3.2.1. Where security is required in the case of an unsafe condition or damage to the natural environment that may result from a contravention of a permit condition, the amount of security shall reflect:
- (a) The nature of the permit condition;
 - (b) The nature of the unsafe condition or damage; and
 - (c) The cost to the Town of entering the land to undertake the work to correct the unsafe condition or restore and enhance the natural environment, including the cost of repairing any damage to land that may have been caused by the unsafe condition or that may have occurred in connection with the repair work.
- 10.3.3. For Performance Security, the amount of security will be 125% of an estimate or quote of the cost of works to guarantee the performance of the terms of the permit. Such works may include but are not limited to: inspections, monitoring, maintenance, irrigation, labour, planting materials and works required to restore the land or remove any temporary structures.

10.5 Return of Security

- 10.5.1 If a permit is cancelled by the applicant and no work has occurred related to the security deposit, the security deposit will be returned to the applicant at the approval of the Manager.
- 10.5.2 Unless otherwise stated in this bylaw, the Town will return the security when written request has been submitted by the applicant and includes a satisfactory Substantial Completion Report by a Qualified Professional certifying that:
- (a) The works have been completed in substantial compliance with the approved plan(s).
 - (b) The unsafe condition or damage to the natural environment has been corrected.
- 10.5.3. The Substantial Completion Report must be signed and sealed by a Qualified Professional and provide sufficient detail for the Town to confirm that the work has been completed to its satisfaction.
- 10.5.4. Upon receipt of a Substantial Completion Report, the Town may conduct a site inspection to verify that the works are installed in accordance with the approved plans.
- 10.5.5. Should there be any deficiencies identified in the Substantial Completion Report or should the Town find any discrepancies and/or deficiencies during an inspection, an inspection report will be issued to the applicant and the security will be retained until the deficiencies have been addressed. Any changes to the approved plans will require approval of the Town prior to installation of any works. Depending on the level of non-conformance with the approved plans, Council approval of the revised plan(s) may be required through an amended permit application prior to the release of the security.
- 10.5.6. Upon completion of any items outlined in an inspection report, the applicant shall notify the Town for further inspection in order to obtain a final release of the security.
- 10.5.7. Upon substantial completion, the Town will return a portion of the security deposit. The Town will withhold 10% of the total security deposit or 25% of the value of soft landscaping, whichever is greater, as a maintenance bond for up to two growing seasons to ensure that the work has been fully implemented and demonstrated to function (ecologically or as designed).

- 10.5.8. If the required works are not implemented within 12 months of substantial completion of the development authorized within a Permit, or not in substantial compliance with the approved Permit, or an unsafe condition or damage to the natural environment has resulted due to a violation of the Permit, the Town may redeem the Security, enter onto the property, and use the proceeds to complete outstanding works required by the Permit or undertake works to correct the unsafe condition or correct damage to the natural environment. The Applicant will be given 30 days written notice to complete the required works.

10.6 Partial Return of Landscape Security

- 10.6.1. The Town may return a portion of the Landscape Security upon receipt of a report from a Qualified Professional provided:
- (a) Evidence that the total landscaping is 50% complete and substantially complies with the approved landscape plan;
 - (b) Evidence that the perimeter landscaping is 100% complete as required by the approved landscape plan for any portion of the subject property that includes street frontage;
 - (c) The report contains sufficient detail for the Town to confirm that the work has been completed to its satisfaction.
- 10.6.2. A partial return of Security must not result in the Town holding less than \$1,000 or 10% of the Security required, whichever is greater.

11.0 PERMIT ISSUANCE, LAPSE, AMENDMENT, RENEWAL, AND EXTENSION

11.1 ISSUANCE

- 11.1.1 The date of issuance for a Permit is the date of approval of the Permit by Council or its Delegate, unless otherwise specified in the permit.
- 11.1.2. An application for an amendment to an issued Permit will be determined by Council or its Delegate according to the Application type. Approval of any amendment does not constitute a renewal or extension to a Permit and a revised Permit will be issued without change to the expiry date.

11.2 LAPSE

- 11.2.1 In the event that an application made pursuant to this bylaw has not been given final adoption by Council within one (1) year after the date it was given third reading or one (1) year after the date of last consideration by Council the application may be deemed to be abandoned and the file closed.
- 11.2.2. In the case of applications that have been delegated to the Director, if final approval of the application is not granted within one (1) year after a written request from the Director to submit any outstanding items and/or meet the conditions of approval, the application will be deemed to be abandoned and may be closed.
- 11.2.3. In order for an application that has lapsed under Sections 6.2.5, 6.2.6, 11.2.1. and 11.2.2. to proceed, a new application and fee will be required.

11.3 EXTENSION

- 11.3.1. Applications to renew or extend a Permit under this bylaw must be made prior to the lapse of the Permit.
- 11.3.2. Council or its Delegate may consider an Application for one extension of an approved Permit provided no change in the approved Permit is proposed. A permit may only be extended once.

11.4 Re-Application

- 11.4.1. Subject to the *Local Government Act*, where an application made pursuant to this bylaw has been refused by Council or its Delegate, re-application for the same amendment or permit will not be accepted for a six (6) month period immediately following the date of refusal, with the exception of Official Community Plan applications which may not be accepted for a 12-month period immediately following the date of refusal.
- 11.4.2. Where an applicant intends to appeal to the Council to vary the time limit set in section 11.4.1. pursuant to the *Local Government Act*, the applicant shall submit, in writing, a detailed statement as to why the time limit for the reapplication should be varied.
- 11.4.3. Despite section 11.4.1., revised Applications that are, in the opinion of the Director, significantly different from a bylaw amendment or Permit Application that have been refused can be accepted for consideration immediately.

- 11.4.4. Despite subsection 11.4.1., where a material bylaw change occurs subsequent to the refusal of an Application and which would be relevant to consideration of the same or similar Application, the Director may accept a re-application within the respective timeframes specified in subsection 11.4.1. for each type of application, from the date of refusal.

12.0 CHANGE OF OWNERSHIP

- 12.1. If there is a change of ownership of a parcel(s) of land that is the subject of an application under this bylaw, the Town will require updated Land Title Certificate(s) for the parcel(s) of land and written authorization from the new owner(s) prior to proceeding with the application.

13.0 DELEGATION OF AUTHORITY

Council delegates the following powers, duties, and functions to the Director of Planning or their designate:

- 13.1 The power to require security under ss. 496 and 502 of the *Local Government Act*.
- 13.2. The power to designate the form of any permit issued under this bylaw as per the *Local Government Act*.
- 13.3. The power to designate the form and content of application forms.
- 13.4. The authority to create, amend, and prescribe graphic design templates for development application notice signs.
- 13.5 Subject to Section 13.7, the power to issue or amend a Development Permit under Division 7 or Part 14 of the *Local Government Act*.
- 13.6 Without limiting the generality of the delegation of authority in Section 13.5, the authority to require an applicant for a development permit to provide:
- (a) A report or other information required by the Director of Planning to evaluate the proposed development or subdivisions; and
 - (b) Security in an amount stated in the development permit by way of an irrevocable letter of credit or the deposit of other securities in a form satisfactory to the Director of Planning
- 13.7 The delegation does not include:
- (a) Development permits within a Development Permit Area created under section 488(1)(f) of the *Local Government Act* in relation to form and

character of multi-family development, commercial and industrial development where one or more of the following is applicable:

- (b) The number of dwelling units proposed exceeds 20 units; and
- (c) Any development permit that unduly impacts the character of the streetscape or surrounding neighbourhood.

13.8 Despite subsection 13.7, Council delegates to the Director of Planning its powers to issue:

- (a) Development permits, which under section 490 (1)(a) of the *Local Government Act* contain minor variances;
- (b) Development variance permits under section 498 of the *Local Government Act* for minor variances.

13.9. A proposed variance is minor for the purposes of subsection 13.8 only if it meets the criteria set out Section 13.11.

13.10. In deciding whether to issue a development variance permit or development permit containing a variance, the delegate must consider the guidelines set out in Section 13.12.

13.11 Minor Development Variance Permits

Minor Development Variance Permits may be issued by the Director of Planning or their delegate and for this purpose:

Type of Variance	Maximum degree of variance to be considered a minor variance
Zoning bylaw concerning the siting, size and dimensions of buildings and structures, off-street parking, bike parking, fence height and landscaping	
a. Yard setback	25%
b. Lot coverage	25% and no increase in density
c. Projections into a required setback	25%
d. Building height	10%
e. Minimum number of parking spaces	25%
f. Any other provisions pertaining to off-street parking	Any variance to standards
g. Minimum number of bike parking spaces	10%
h. Off-street loading	Any variance to the number and standards
i. Fence heights	25%

- j. Landscaping and Screening 25%

Sign bylaw

- i. Sign dimensions, height or setback 25% of standard

13.12 The Director of Planning must consider the following guidelines in deciding whether to issue the permit:

- (a) The anticipated impact of the proposed minor variance on neighbouring properties.
- (b) The anticipated impact of the proposed minor variance on Town infrastructure.
- (c) The anticipated impact on the natural environment, ecosystems or biodiversity.
- (d) The proposed minor variance addresses a physical or legal constraint associated with the site (e.g., unusual parcel shape, topographical features, statutory right of way, etc.).
- (e) The proposed minor variance provides a community or environmental benefit to the larger community.

13.13 Despite 13.11 the Director will refer a Minor Development Variance Permit to Council in the following circumstances:

- (a) The proposed variance is in conjunction with a Development Permit Application that is not delegated to staff; or
- (b) The proposed variance meets the criteria of minor, but in the opinion of the Manager, it would be in the public interest to instead have the application considered by Council.

13.14 The following powers, duties and functions of Council are delegated to the Director of Planning, and Chief Administrative Officer when required as a condition of a development application approval:

- (a) To approve and execute or amend a Section 219 Covenant or Statutory Right of Way;
- (b) To approve and execute the discharge of a restrictive covenant which is no longer required or is to be replaced;
- (c) To approve and execute a statutory right of way or easement or amendment to a statutory right of way or easement on behalf of the Town in connection with the operation of a sewer, water or drainage works, or for the purpose of trails or pedestrian or vehicular access; and

- (d) To approve and execute a discharge of a statutory right of way which is no longer required by the Town or is to be replaced.

14.0 RECONSIDERATION

- 14.1 The owner of land who is subject to a decision made under the delegated authority under section 13.8 of this bylaw is entitled to have the decision reconsidered by Council in accordance with this section.
- 14.2 Where the owner wishes to have Council reconsider a decision made under the delegated authority under section 13.8 of this bylaw:
 - (a) The owner must, within 30 days of the decision having been communicated to the owner, make an application in writing to the Corporate Officer, which application must include the following:
 - i. a description of the decision sought to be reconsidered by Council;
 - ii. the date of the decision;
 - iii. the name of the delegate who made the decision;
 - iv. the grounds on which reconsideration is being requested; and
 - v. a copy of any materials that the owner wishes Council to take into account when reconsidering the decision.
 - (b) Council must reconsider the decision at a regular meeting of Council or a Public and Statutory Hearing meeting held within a reasonable period of time after the date on which the application for reconsideration was delivered to the Corporate Officer.
 - (c) The Corporate Officer must:
 - i. Place the reconsideration of the decision on the agenda for a regular meeting of Council or a Public and Statutory Hearing meeting in accordance with paragraph (b) above;
 - ii. Give notice of reconsideration of the decision in accordance with any notice requirements applicable to the original decision; and
 - iii. Before the reconsideration of the decision by Council, deliver to each Council member a copy of the materials that were considered by the delegate in making the decision that is to be reconsidered, and a copy of all materials submitted by the owner to the Corporate Officer as part of the application for reconsideration.
 - (d) In reconsidering the decision the Council must consider all the material before it.
 - (e) At the meeting at which Council is to reconsider the decision, Council will first hear from staff in relation to the subject matter of the decision and in relation to the decision itself, and will then hear from the owner. Council may

then hear from staff in relation to any new information raised by the owner in its submissions to Council.

- (f) Council is entitled to adjourn the reconsideration of the decision; and
- (g) After hearing from staff and the owner, Council will reconsider the decision and may either confirm the decision, amend the decision, or set aside the decision and substitute the decision of Council.

15.0 STATUTORY CONDITIONS AND RESTRICTIONS

- 15.1 A person to whom powers, duties or functions are delegated under this bylaw may only exercise those powers, duties or functions subject to any applicable conditions and restrictions established by statute in relation to them.

16.0 SEVERABILITY

- 16.1 If any section, subsection, sentence, clause or phrase forming part of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed from the Bylaw without affecting the validity of the Bylaw or any remaining portions of the Bylaw.

17.0 LEGISLATIVE PROCEDURE

- 17.1 This bylaw shall take effect on XXXX.
- 17.2 Upon adoption of this bylaw, the “Development Approval Procedures and Notification Bylaw No. 1109-2024” and amendments are repealed” is hereby repealed effective XXXX.

READ A FIRST TIME on the _nd day of December, 2025.

READ A SECOND TIME on the _nd day of December, 2025.

READ A THIRD TIME on the _nd day of December, 2025.

FINALLY PASSED and ADOPTED by the Municipal Council of the Town of Lake Cowichan on the _th day of January, 2026.

X

Tim McGonigle
Mayor

X

John Thomas
Corporate Officer

SCHEDULE 1

NOTICE OF APPLICATION SIGN REQUIREMENTS

1. Installation

In respect of an application for an OCP Bylaw Amendment, Zoning Amendment, or Temporary Use Permit the applicant, at their cost, must install a Town of Lake Cowichan Notice of Application Sign in accordance with this bylaw.

2. Timing

The Notice of Application sign must be posted in accordance with the specifications outlined in the Schedule forming part of this bylaw.

3. Design of Sign

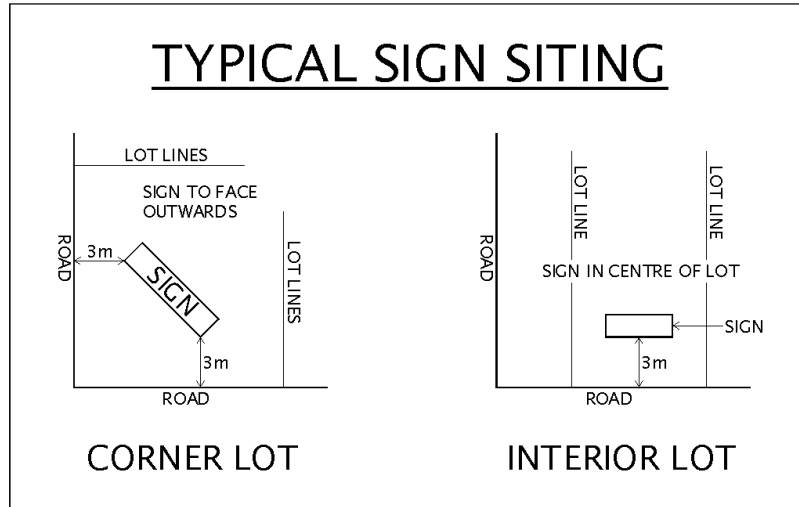
The design of the sign shall be in a form prescribed by the Director.

4. Preparation of Sign

The preparation and posting of the Notice of Application sign is the responsibility of the applicant and must be undertaken as per the requirements of this bylaw. The applicant will provide a mock-up of the sign with their complete application for review and approval prior to final printing. Once the sign is posted, the applicant shall demonstrate proof to the staff of the posted sign within 10 days of staff's approval of the mock-up.

5. Siting of Sign

All Notice of Application Signs shall be placed on the property at a setback of 3 metres from the front property line as demonstrated in the below diagram. The sign must face the street and be clearly visible. All proposed sign locations must be verified by the Town Staff prior to installation. The sign must be located so as not to interfere with pedestrian or vehicular traffic, or obstruct visibility from streets, lanes, walkways or driveways so as to create a hazard. The Notice of Application Sign must be installed in a sound workmanlike manner and must be capable of withstanding wind and weather.



6. Number of Signs

The applicant shall post a minimum of one (1) Notice of Application Sign. For large parcels with over 200 m of street frontage, one (1) Notice of Application Sign shall be required for each 200 m of street frontage, to a maximum of three signs.

7. Maintenance of Sign

It is the responsibility of the applicant to ensure the sign(s) remain intact and visible as per the sign siting specifications until such time the sign can be removed, in accordance with Section 9.

8. Amendments to Application

If any significant amendments are made to the application, the applicant will be required to install new sign(s) reflecting the change in application. The applicant will provide a mock-up of the sign to the Town Staff for review and approval prior to final printing.

9. Sign Removal

The Notice of Application Sign shall be removed by the applicant within seven (7) days following:

- i. The conclusion of the public hearing or adoption of the amending bylaw if a public hearing is not required; or
- ii. The final consideration of an application by Council; or
- iii. The abandonment of the application.

10. Failure to Post, Maintain or Remove

- i. Failure to Post and maintain the required Notice of Application Sign(s) in accordance with this bylaw may result in the postponement of any Public Information or Council meeting and any costs associated with the postponement will be borne by the applicant. Non-compliance with this section due to the removal, destruction, or alteration of the sign by vandalism or natural occurrence shall not affect the validity of the application or postpone a Public Information or Council meeting as long as reasonable efforts have been taken by the applicant to maintain the sign.
- ii. Failure to remove the sign as required may result in the sign being removed at the expense of the applicant. The Town shall not be liable for any damage or loss of the sign.