



## County of Lethbridge Policy Handbook

**EFFECTIVE:** September 11, 1993      **SECTION:** 300 NO. 350  
**APPROVED BY:** County Council      **SUBJECT:** Public Road Right-of-Way – Requests for Information & Regulatory Signs  
**REVISED DATE:** August 19, 2010

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The purpose of the policy is to direct individuals and organizations that request traffic information/regulatory signs to be installed within municipal road right-of-way and provides an approval process that the applicant must follow.

1. The person or individuals requesting a sign(s) shall submit a written application (attached) to the County of Lethbridge. They must identify what type of sign requested and confirm the exact location site.
2. If the request is for a “regulatory sign”, the Superintendent of Municipal Services shall inspect the site, get a favorable response from other departments including the RCMP and keep a record of all applications.
3. Should the applicant request the sign(s) to be placed on the public road allowance, it will remain the responsibility of the County of Lethbridge to ascertain if this is a proper and correct place for the placement of the sign(s), and the size and dimension of the signs.
4. All costs associated with the place of information signs will be billed to the applicant.
5. Once the applicant accepts the responsibility to pay the material and installation costs of information signs, the work will be carried out as soon as possible by County of Lethbridge personnel.
6. If the request for a sign(s) is to be placed on private property, the applicant will be given names of appropriate sign suppliers. The County of Lethbridge will not contribute toward funding any sign(s) placed on private property.

# REQUEST FOR SIGN



Date: \_\_\_\_\_

**To: County of Lethbridge  
 Attention: Superintendent of Municipal Services  
 #100, 905 – 4 Avenue South  
 Lethbridge, AB T1J 4E4**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Service Address: NE SE NW SW \_\_\_\_\_ W4M  
Section                  Township                  Range

Type of Sign Requested: \_\_\_\_\_

Amount of Signs Requested: \_\_\_\_\_

Range Road: \_\_\_\_\_ Township Road: \_\_\_\_\_

Give Exact Placement of Signs on Land: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

Placed on Public Road Allowance?  Yes  No

Placed on Private Property?  Yes  No

By signing this form, the applicant hereby accepts any costs associated with the placement of sign(s), and the capital cost of materials will be billed to the applicant making the request.

When the applicant accepts the responsibility to pay for the sign(s), the work will be carried out as soon as possible by County personnel and equipment. The applicant will be billed accordingly.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Superintendent of Municipal Services

FOR OFFICE USE ONLY					
<b>Request No:</b>		<b>Approved:</b>		<b>Paid in Full:</b>	
<b>Date Installed:</b>		<b>Installed by:</b>		<b>Invoice:</b>	