



**MISCELLANEOUS MUNICIPAL ITEM
REPORT TO COUNCIL
HERITAGE CROSSING SIGNAGE REQUEST
December 3, 2025**

Application information	File: Heritage Crossing
PROPOSAL: Heritage Crossing Development Request for Signage	
LOCATION: Proposed MR within Heritage Crossing Development 1530LK Blk 1; Ptn NW 32-21-29 W4M	
APPLICANT: Partners Development Group Ltd.	
DIVISION COUNCILLOR: Division 6 – John Callister	
FILE MANAGER: Donna Fowler, Municipal Lands Administrator	

PURPOSE

To review the request to install temporary signage on a proposed Municipal Reserve parcel within the Heritage Crossing Development.

BACKGROUND

The Heritage Crossing Development received Council approval on August 28, 2024 Bylaw 34/2023 and Phase 1 was approved by Council March 26, 2025. The subdivision is not yet registered at Land Titles.

The developer has requested permission to install one temporary entry sign feature at the subdivision entrance off Dunbow Road, within the proposed Municipal Reserve parcel for a period of 36 months. The design structure will be constructed out of a steel frame and skid-mounted with concrete jersey barriers at the base to help with stabilization. The structure will also be illuminated via solar powered downlights.

County Public Works and Infrastructure were circulated and provided the following comments:

*As per the **Temporary Signs on Highways Bylaw 18/2006**, the following provisions are applicable to the current proposal:*

- **Section 3(2)(f):** *Except as provided in this bylaw, a person shall not place a sign on a highway which is within 30 meters of an intersection.*

The proposed location does not meet this requirement. To comply, the sign could be shifted eastward.

- **Section 9(8):** *A community association sign shall be no larger than 3.0 square meters.*

The proposed sign is approximately 41 square meters in size. While Council has previously approved signs larger than the bylaw stipulates, those approvals applied to signs located entirely within municipal reserve lands. In this case, the proposed

sign will be positioned partially within the road right of way and partially on municipal reserve land.

As the sign encroaches into the road right of way, the bylaw does apply. Council has the authority to approve the sign size and location as proposed, or they can request that the sign be moved entirely onto the municipal reserve, or that the sign size be reduced to comply with the bylaw.

Public Works recommends that the proposed sign be shifted east and located entirely within the municipal reserve, rather than within the road right of way. This adjustment will avoid conflicts with upcoming utility work and the potential future roundabout at the proposed location. In addition, it is recommended that the sign be positioned a minimum of 8 metres south of the projected stop line, as illustrated in Appendix B.

We shared the comments with the applicant, and they have modified their design location to meet Public Works recommendations. We have included their modified drawing as Appendix D.

REQUEST OF COUNCIL

After reviewing the information provided, that Council grants permission for the installation of one temporary entry sign, for a period of 36 months, to be located within the proposed Municipal Reserve Plan 1530LK, Blk 1; Ptn NW 32-21-29 W4M, subject to the following terms:

1. Design and installation are subject to review and approval by County staff. The proposed sign must be located wholly within the boundaries of the Municipal Reserve and be a minimum of 8 metres south of the projected stop line.
2. All future maintenance of the signage shall be the responsibility of the applicant, and any future changes or upgrades shall first be approved in writing by Foothills County.
3. The applicant shall enter into a letter agreement with the County.
4. A \$5000.00 security deposit to be paid by the applicant, refundable upon signage removal at the end of the term.

APPENDICES

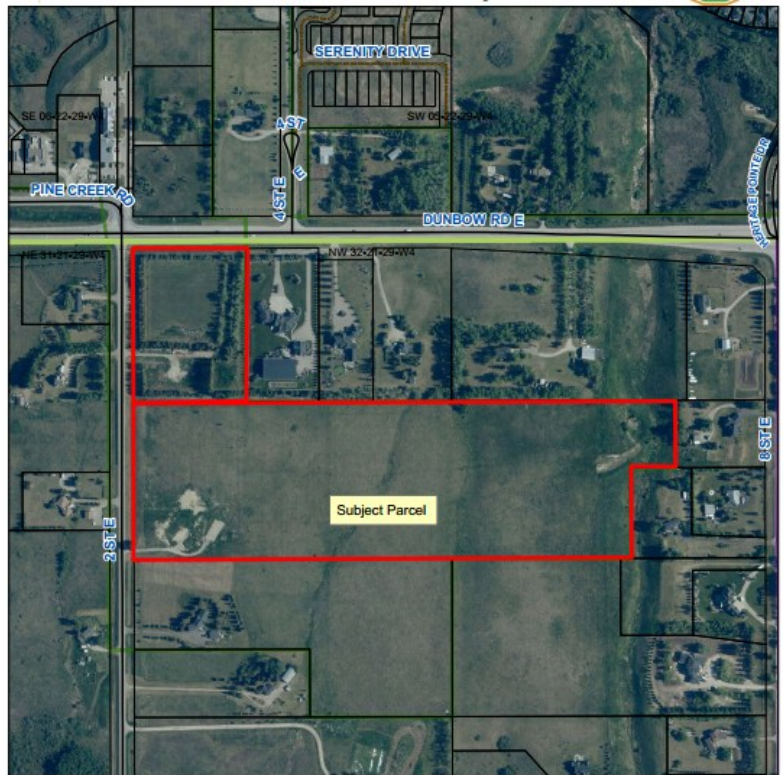
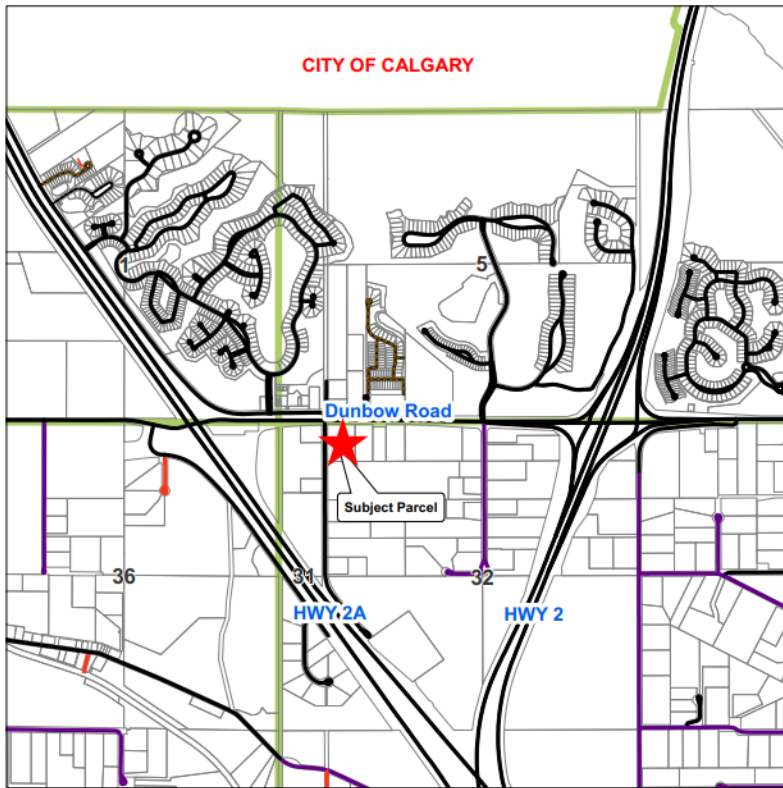
APPENDIX A – Location Maps

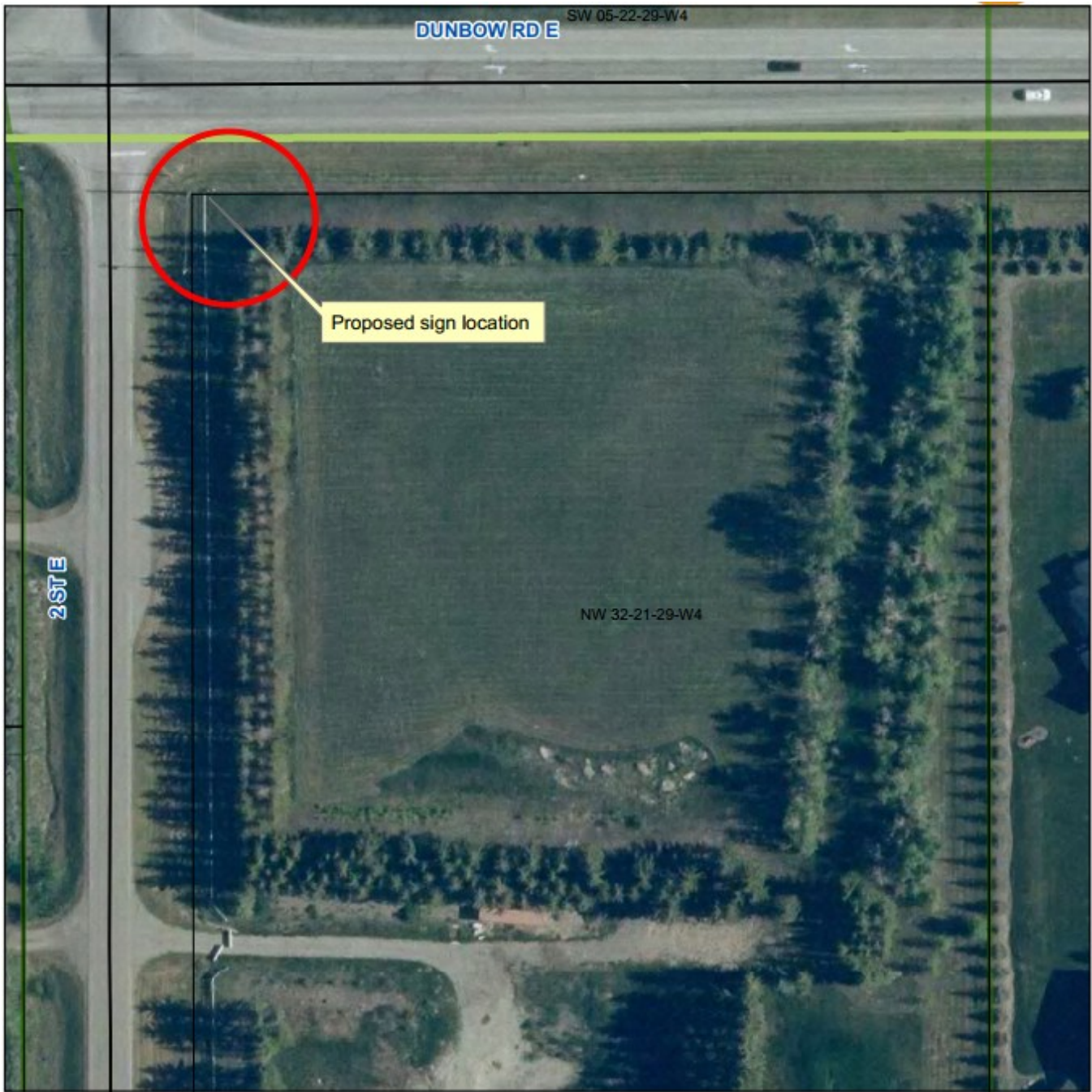
APPENDIX B – Public Works Proposed Sign Location & Inspection Photo

APPENDIX C – Applicant’s Request Letter and Supporting Documentation

APPENDIX D – Applicant’s Revised Location Drawings as of Nov 25/25

**APPENDIX A:
LOCATION MAP**





APPENDIX B: PUBLIC WORKS PROPOSED SIGN LOCATION AND INSPECTION PHOTO

partners
Development Group

HERITAGE
EST. CROSSING 2025
LUXURY IS IN OUR NATURE



Heritage Crossing Free Standing Portable Sign
Dunbow Road and 2nd Street East
NOT TO SCALE



Current Sign at intersection (looking east at 2 St E and Dunbow Road)

October 28, 2025

Foothills County - Planning & Development

PO Box 2100, Station M (#8117)
Calgary, Alberta, Canada T2P 2M5

ATTN: **Donna Fowler, Municipal Lands Administrator**

RE: **Temporary Marketing Signage – 36 Months**
Site Civic Address: 242078 2ND ST E, DEWINTON ALBERTA
Phase 1 Legal Description: Plan: 2211669, Block: 7, Lot: 5
Phase 2 Legal Description: Plan:1530LK , Block: 1,
Landowners: HERITAGE CROSSING Ltd.

Dear Donna Fowler,

Please find enclosed the following in support of the above-mentioned Development Permit application:

- The formal application of the Development Permit to allow for a temporary sign (36 Months);
- The Letter of Authorization allowing Partners Development Group (Residential) Ltd to Act as the agent for the landowner;
- A Credit Card Authorization for processing of the applicable development permit fee and filling fee;
- A copy of the Abandoned Well Map and Statement, showing no abandoned wells in the immediate vicinity.
- A copy of a key map indicating the placement of the sign;

To assist Planning and Development with the evaluation of this application we offer the following additional information:

The sign is intended to advertise the Heritage Crossing residential development for a period of Thirty-six (36) months. The dimensions of the sign panel are 28' long x 16' high with a total height of 19'. The sign is professionally constructed out of a steel frame and professionally printed with dimensional elements. It is skid-mounted with concrete jersey barriers installed at the base to stabilize from movement.

The preferred location is within our property boundary on MR Land, where it can serve as a visible community identifier throughout construction and the pre-sales phase, with optimal visibility from Dunbow Road.

The sign will be illuminated with up to 4 solar-powered downlights, aimed at the sign panel. Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Sincerely,



Richard Marsters
Director of Development
Partners Development Group Ltd.



APPLICATION FORM SIGNS WITHIN A MUNICIPAL RIGHT OF WAY OR ON MUNICIPAL LANDS

Foothills County

309 Macleod Tr. S, High River, AB T1V 1M7 Tel: 403-652-2341 Email: Planning@FoothillsCountyAB.ca

www.foothillscountyab.ca

FOR OFFICE USE ONLY

Fee Submitted: _____

Receipt No.: _____

Date Received: _____

APPLICANT INFORMATION

Applicant's Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____

I consent to receive documents by email: Yes No Email Address: _____

SITE LOCATION DESCRIPTION (e.g. road right of way)

LEGAL LAND DESCRIPTION (IF APPLICABLE)

All/part of the _____ 1/4 Sec. _____ Twp. _____ Range _____ West of _____ Meridian

Being all/parts of Lot _____ Block _____ Reg. Plan No. _____

PLEASE EXPLAIN WHY THE SIGN(S) CANNOT BE LOCATED ON PRIVATE LAND(S)

APPLICATION REQUIREMENTS (PLEASE ATTACH)

- Payment of the Review Fee as per the County's current Fee Bylaw
- Requirements of Land Use Bylaw Section 9.24.7
- Dimensioned Site Plan illustrating the proposed location for the sign(s)
- Copy of the approved Roadside Development Permit from Alberta Transportation (if applicable - see Land Use Bylaw Section 9.24.8.)

ACKNOWLEDGEMENT/DECLARATION

I/we certify that the information given on this form and attached hereto are full and complete and to the best of my/our knowledge a true statement of the facts concerning this application and that I/we have reviewed the County's Land Use Bylaw provisions regarding signage (attached).

Date

Signature(s) and Seal (if applicable)

Print Name(s)

Title(s) (if applicable)

Land Use Bylaw Section 9.24.7 Checklist:

- The name and address of the sign company responsible for the sign;
- Name(s) of the owner of the sign and Name(s) of the person(s) responsible for ongoing maintenance;
- Two copies of a rendering / illustration of the proposed sign with dimensions and total sign area, height of top and bottom of the sign above average ground level and thickness of the sign;
- Materials, finishes, colours, size of lettering and graphics;
- Mounting or installation details; the Approving Authority may require that a structural drawing be prepared and sealed by a Professional Engineer;
- Mounting height or clearance to grade;

Common Conditions of approval (should approval be granted) include but are not limited to the following:

- approval for signs is generally granted for a maximum of ten (10) years; however, this is determined by Council;
- signs are to comply with Foothill County Dark Sky Bylaw at all times;
- applicant/owner of the sign(s) and/or person(s) responsible for ongoing maintenance of the sign(s) will be required to execute a Letter of Agreement with the County;
- A security may be required to be paid for temporary sign(s) to ensure their removal;
- all costs associated with regard to locating, fabricating, installing and maintaining signs will be the responsibility of the applicant;
- the applicant shall follow recommended practices and general provisions for signs that are provided by Alberta Transportation and Economic Corridors;
- the applicant will be responsible for any subsequent replacement of the signs and supporting structure, as well as any sign repairs;
- the County reserves the right to request that a sign owner remove an unmaintained or obsolete sign;
- the County reserves the right to request that the sign owner remove or relocate signs which prevent a vehicle from having a clear and unobstructed view of the roadway;
- the applicant indemnifies the County against any claim(s) with regard to damage and/or removal/re-installation due to road maintenance and any other Municipal activity;
- the applicant shall be responsible for payment of any professional costs including legal fees that may be incurred by Foothills County with respect to the approved signs.

Owner Authorization for Permit Applications

Site Civic Address: **242078 2ND ST E, DEWINTON ALBERTA**
Phase 1 Legal Description: **Plan: 2211669, Block: 7, Lots: 5**
Phase 2 Legal Description: **Plan:1530LK , Block: 1,**

owner(s) HERITAGE CROSSING GP Ltd.
contact name Greg Gutek
contact address 202 – 802 Drake Landing Wynd, Okotoks Alberta T1S 5R1
contact phone 403-982-2088
contact email Greg@partnershomes.ca

Foothills County
Planning and Development
309 Macleod Trail
High River, Alberta, Canada T1V 1M7

RE: Project - Heritage Crossing Villas and Townhouses

To whom this may concern,

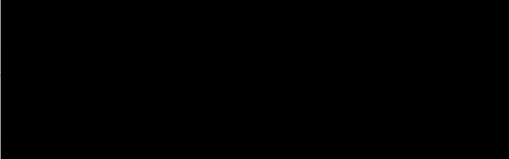
This document shall serve to notify Foothills County that I am/we are the legal owner(s) of the property described above and do authorize the “Developer” **Partners Development Group (Residential) Ltd.** to act on my/our behalf on all matters pertaining to any and all Permit Application(s) for the above specified project and referenced property. In addition, I/we understand the application requirements and authorize the “Developer” to sign the Permit Application(s) on my/our behalf. I/we further agree to immediately notify Foothills County, in writing, of any changes regarding the above information.

Name of Developer: **Partners Development Group (Residential) Ltd.**

contact name Richard Marsters
contact address 202-802 Drake Landing Wynd, Okotoks Alberta T1S 5R1
contact phone 403-982-2088
contact email richard@partnershomes.ca

Signature of Property Owner: 

Date: 2025-10-14

Signature of Developer: 

Date: October 14, 2025



ABANDONED WELL SITES

Foothills County

309 Macleod Trail, Box 5605, High River, AB T1V 1M7 Tel: 403-652-2341 Fax: 403-652-7880

The location of oil and gas wells that are being drilled or are actively producing is evident, both from the surface and through a notation on the land title. Abandonment of an oil and gas well occurs by rendering the well incapable of flow and placing a cap over the casing approximately one meter below the surface. After surface reclamation is complete and a certificate is issued by Alberta Environment, the well site lease notation may be removed from the title. At this point, there is nothing visible on the surface or on the title to indicate the presence of an abandoned well.

Council and staff give serious consideration to information pertaining to abandoned well sites when evaluating applications for subdivision, land use amendment or redesignation, development permits, and building permits.



The Alberta government has recently introduced new requirements for developers and property owners relating to abandoned wells.

Effective November 1st 2012, subdivision and development applications must be accompanied by documentation from the Alberta Energy Regulator (AER) indicating the presence or absence of abandoned wells on-site. If abandoned wells do exist on-site, subdivision and development applications must show exactly where the wells exist, what the setback distances are (if setbacks are required) and how they have been taken into account. To assist applicants in collecting the required information, the AER has released an 'Abandoned Well Map Viewer' that provides the location, name of the licensee, and status of abandoned wells across Alberta. The viewer is available at:

<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>

Through use of the viewer, subdivision and development applications must now contain the following:

1. A map of the search area from the viewer and a statement that there are no wells in the project area or;
2. A list and map identifying the locations of abandoned wells within the search area, including the surface coordinates, as provided by the viewer or Information Services;
3. Written confirmation from the applicant that the licensee responsible for each well has been contacted and the exact well location confirmed;
4. A sketch of the proposed development incorporating the necessary setback area for each well;
5. If the development will result in construction activity within the setback area, a statement confirming that the abandoned wells will be temporarily marked with on-site identification to prevent contact during construction.

The AER Calgary Office can be contacted at:

AER Calgary (Head Office)
Suite 1000, 250 - 5th St. SW
Calgary, AB T2P 0R4
Phone: (403) 297-8311
Toll Free: 1-855-297-8377
Fax: (403) 297-7336
Email: inquiries@aer.ca

This form shall accompany all applications for Land use, Subdivisions, Development Permits and Building Permits.

If no wells are listed on-site:

I, Partners Development Group (Residential) Ltd being the registered
Owner(s) or agent acting on behalf of the registered owner(s)
of Plan: 1530 LK, Block: 1
(Legal Description)

Do hereby confirm that I have done my due diligence as required by Alberta Municipal Affairs, Foothills County, and the AER by obtaining required information from the 'Abandoned Well Map Viewer" and/or through the AER Information Services, and hereby attach "Schedule A" containing a map of the search area from the viewer and a statement identifying that no abandoned well sites were noted on the above legal description.

 _____
Owner/Agent

DATED: this 14 day of October, 2025.

OR

If wells are listed on-site:

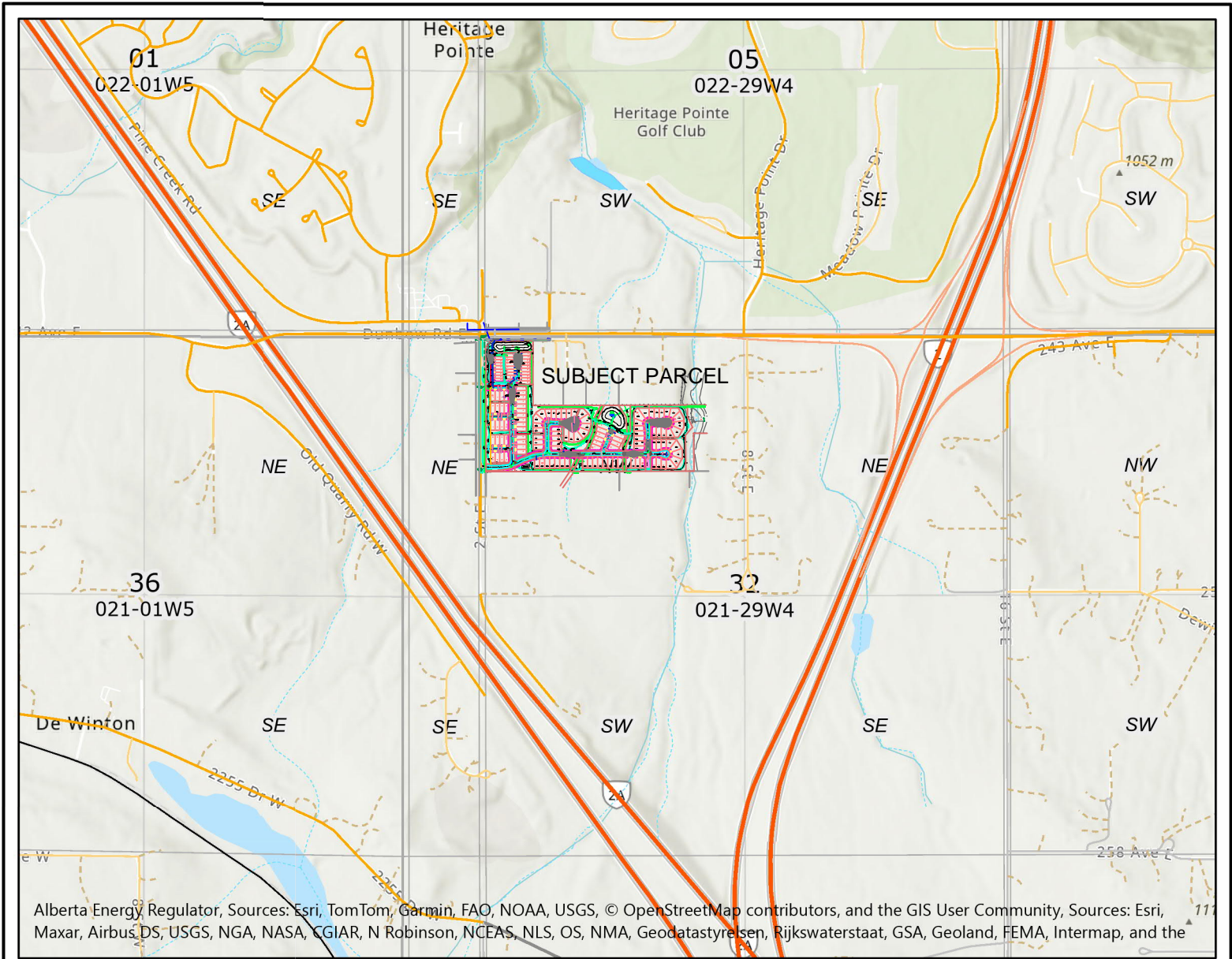
I, _____ being the registered
Owner(s) or agents acting on behalf of the registered owner(s)
of _____
(Legal Description)

Do hereby confirm that I have done my due diligence as required by Alberta Municipal Affairs, Foothills County, and the AER, by obtaining required information from the 'Abandoned Well Map Viewer" and/or through the AER Information Services, and hereby attach "Schedule A" containing a list and map identifying the locations of abandoned wells within the search area including the surface coordinates, written confirmation that I have contacted the licensee for each well and that the exact location of each well has been confirmed, a sketch of the proposed development incorporating the necessary setback area for each well, and a statement confirming that abandoned wells will be temporarily marked with on-site identification to prevent contact during construction, if the development will result in construction activity within the setback area.

Owner/Agent

DATED: this _____ day of _____, 20_____.

***This form shall accompany all applications for Land use,
Subdivisions, Development Permits and Building Permits.***



Alberta Energy Regulator, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodastystreisen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the

<Layout_Title>

Base Data provided by: Government of Alberta

Author:

YYY

Print Date:

8/27/2025

Legend

- ◇ Abandoned Wells
- Revised Location
- Revised Location Pointer
- Paved Road (20K)**
 - Primary Divided
 - Primary Divided
 - Primary Undivided 4L
 - Primary Undivided 4L
 - Primary Undivided 2L
 - Primary Undivided 1L
 - Primary Undivided 1L
 - Interchange Ramp
 - Interchange Ramp
 - Secondary Divided
 - Secondary Undivided
 - Secondary Undivided 4L
 - Secondary Undivided 4L
 - Secondary Undivided 2L
 - Secondary Undivided 2L
 - Secondary Undivided 2L
 - Secondary Undivided 1L
 - Secondary Undivided 1L
- Gravel Road (20K)**
 - Primary Undivided 2L
 - Primary Undivided 1L
 - Primary Undivided 1L
 - Secondary Undivided 2L
 - Secondary Undivided 1L
 - Secondary Undivided 1L
- Railway (20K Large Scale)**
 - Single Line
 - Double Line
 - Multiple Line
 - Spur Line
 - Abandoned
 - ATS Quarter Section label
- Roads - Other**
 - Unimproved
 - Unclassified
 - Truck Trail
 - Winter
 - Ford Winter Crossing
 - Ferry Route
- Lake/River (20K)**
 - Lake or River
 - Lake or River
 - Reservoir
 - Icefield
 - Major Canal
 - Oxbow
 - Quarry
 - Dugout
- Intermittent Lake**
 - Intermittent Lake
 - Intermittent Oxbow
- Sandbar / Wetland /**
 - Sandbar
 - Sandbar
 - Sandbar
- ATS Quarter Section with
ATS Section label (medium)
- ATS Section with Road
- ATS Township (large scale)
- Provincial Boundary
- Lake Label (20K)
- River Label (20K)

The Alberta Energy Regulator (AER) has not verified and makes no representation or warranty as to the accuracy, completeness, or reliability of any information or data in this document or that it will be suitable for any particular purpose or use. The AER is not responsible for any inaccuracies, errors or omissions in the information or data and is not liable for any direct or indirect losses arising out of any use of this information. For additional information about the limitations and restrictions applicable to this document, please refer to the AER Copyright & Disclaimer webpage: <http://www.aer.ca/copyright-disclaimer>

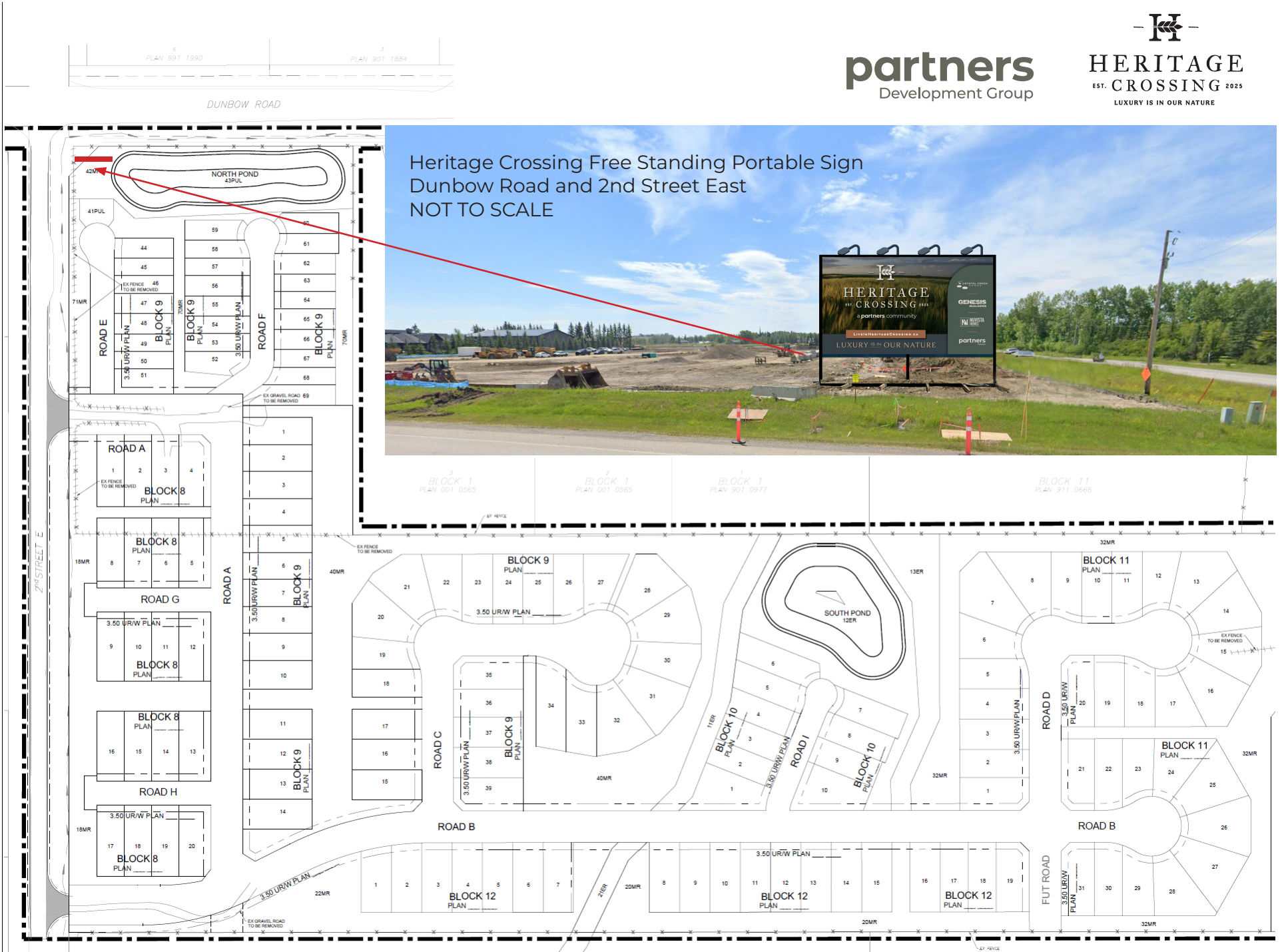


Projection and Datum
WGS 1984 Web Mercator Auxiliary Sphere

Scale 1:29,244



Heritage Crossing Free Standing Portable Sign
Dunbow Road and 2nd Street East
NOT TO SCALE

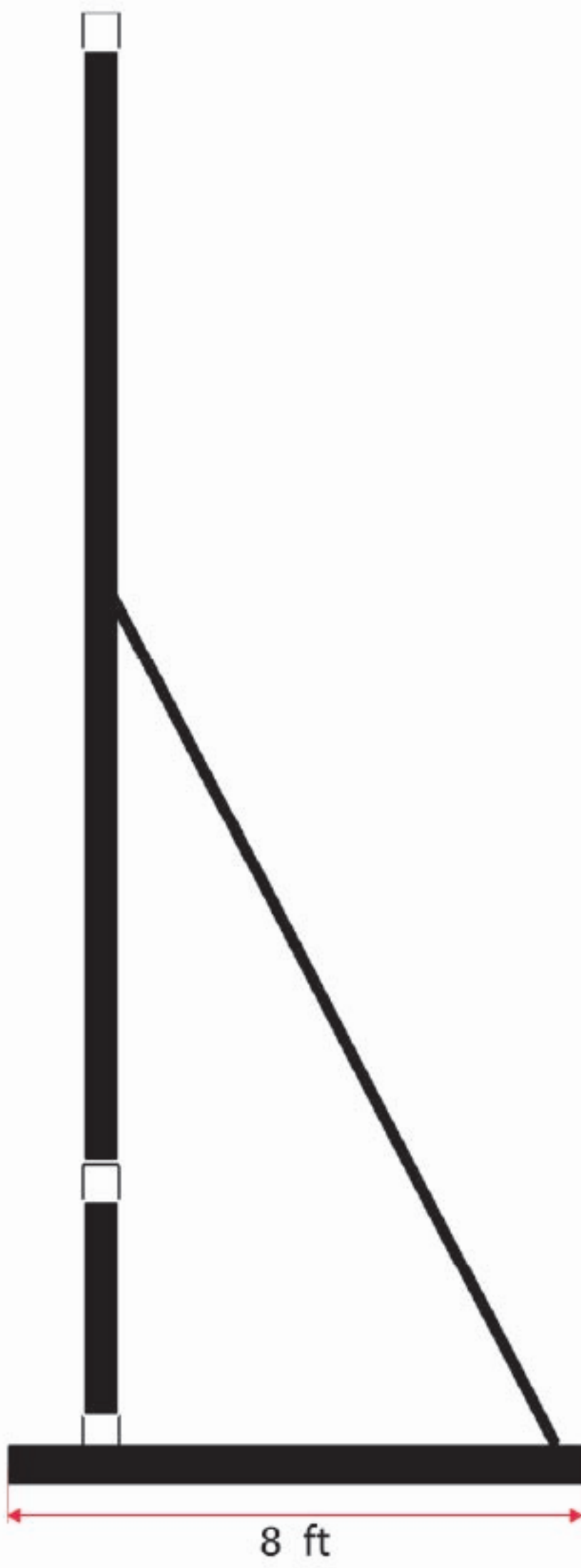


Front View

28 ft



Side View



Client:	Partners
Project:	Heritage Crossing Billboard
Size:	28' x 16'
Date:	October 27, 2025
Revisions:	0

Comments:
To be laminated with gloss
H icon, website bar & builder logos on separate panels
to be 3D

Client Approval:

APPENDIX D
Applicant's Revised Location Drawings as of Nov 25/25

DESIGNER
partners
 Development Group

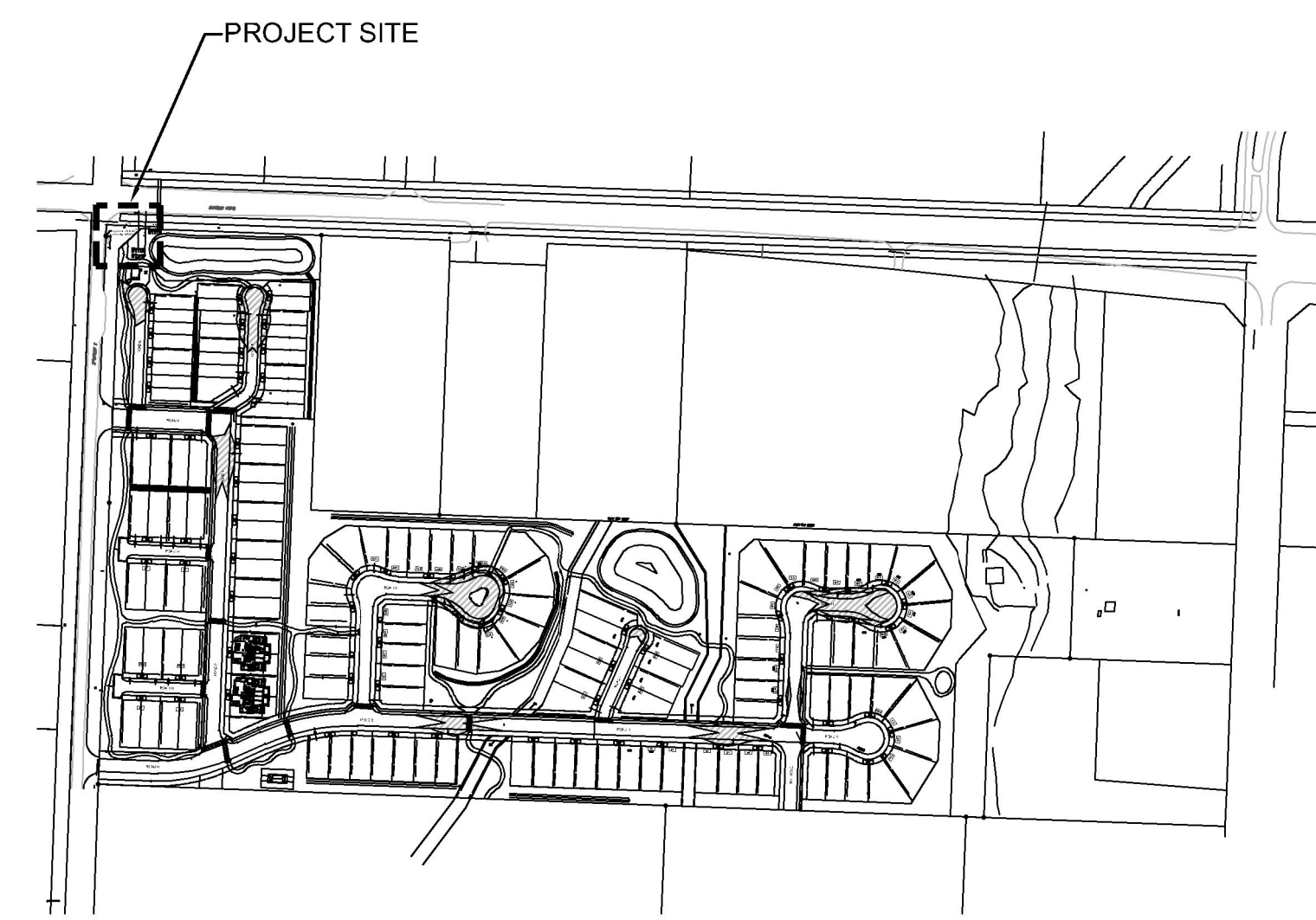
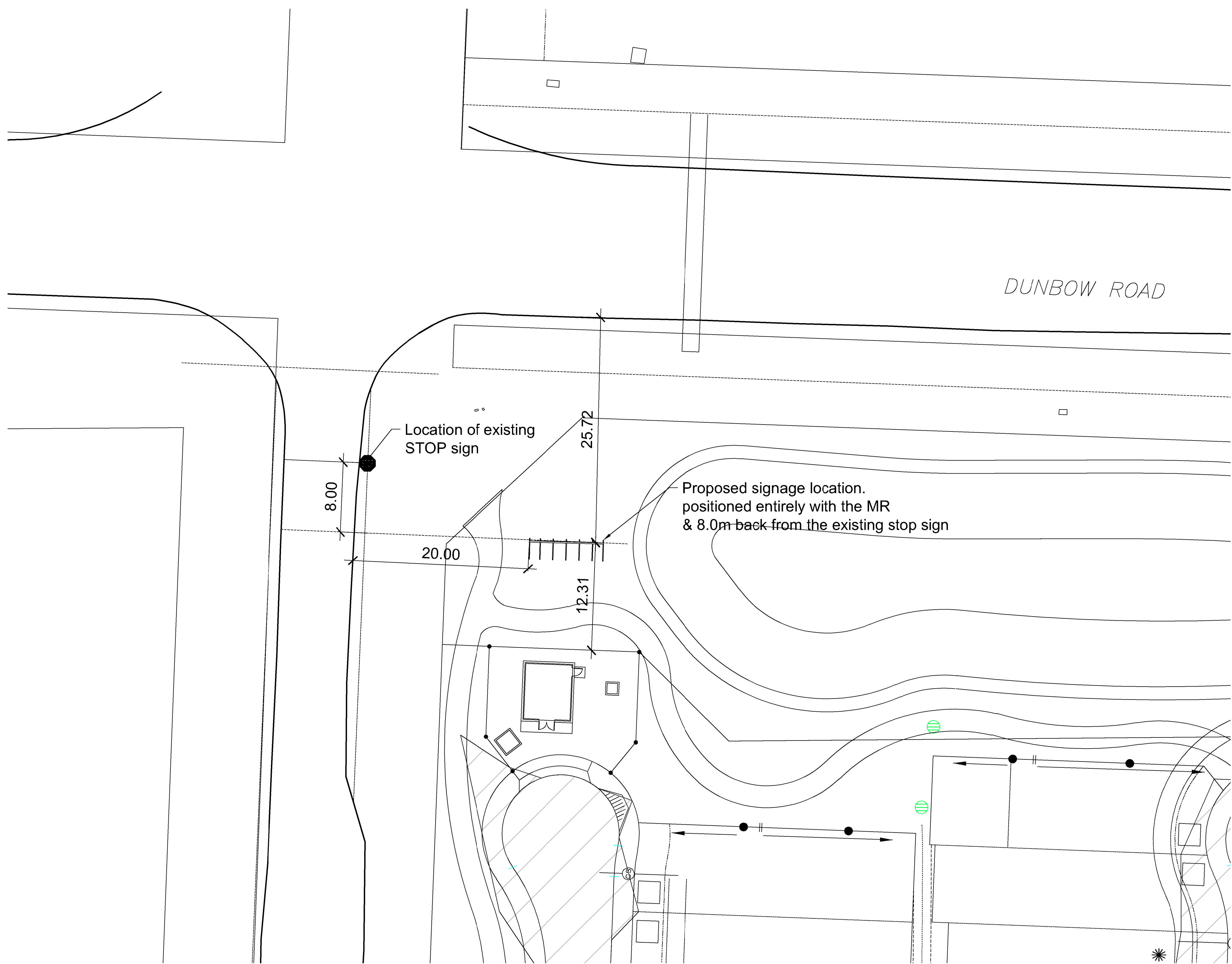
DO NOT SCALE ANY DRAWINGS. THIS DRAWING IS THE PROPERTY OF THE DESIGNER AND MAY NOT BE USED WITHOUT HIS PERMISSION. REPORT ANY DISCREPANCIES, ERRORS AND OMISSIONS TO THE DESIGNER PRIOR TO PROCEEDING WITH WORK.

ARCHITECT

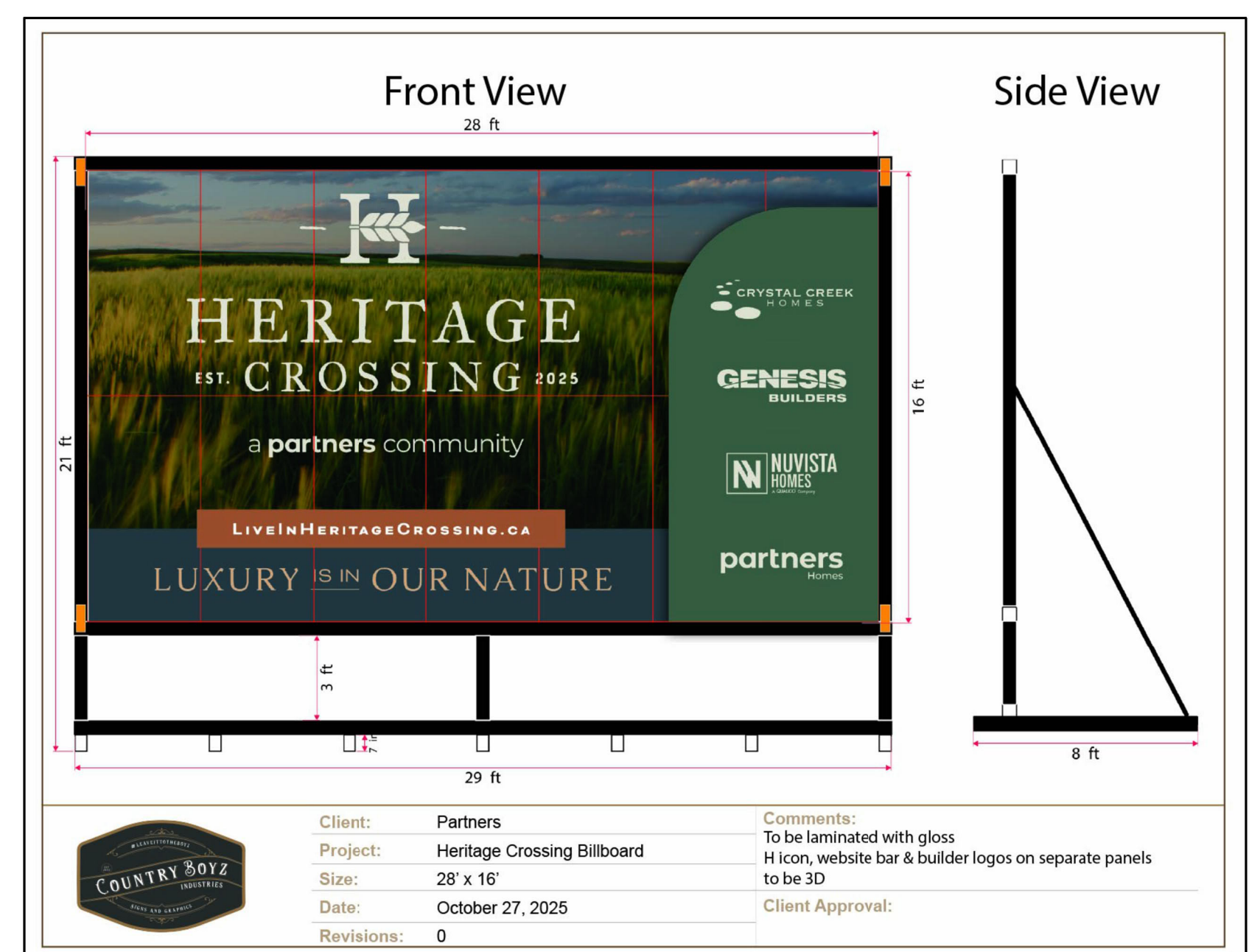
SEAL

CONSULTANT

ARCH. D SIZE SHEET (24" X 36")



2 VICINITY PLAN
 A1.1 SCALE: N.T.S.



3 PROPOSED SIGNAGE DETAILS
 A1.1 SCALE: N.T.S.

1 PROPOSED TEMPORARY SIGN LOCATION
 A1.1 SCALE: N.T.S.

1	DEVELOPMENT PERMIT REV #1	2025.11.25
NO.	ISSUED FOR DESCRIPTION	YYMMDD

PROJECT

HERITAGE CROSSING
 ADDRESS:
 XXX, ALBERTA
 PLAN: BLOCK: LOT

DRAWING

PROPOSED TEMPORARY SIGN LOCATION

SCALE	N.T.S.	DATE	2025-11-25
DESIGN	RTM	CHECKED	-
DRAWN	RTM	PROJ. NO.	-
DRAWING NO.	A1.1		