

SIGNAGE SPECIFICATIONS FOR MINOR APPLICATIONS

Minor Applications are considered to be:

- **All Committee of Adjustment** applications, including:
 - Minor variance applications; and
 - Consent applications.
- **Minor Zoning By-Law Amendment** applications as defined in the City's Tariff of Fees By-Law:
 - Rezoning of a residential building with four units or less;
 - Rezoning involving a change in use which conforms to the appropriate official plan and will be contained within the walls of an existing structure; and
 - Rezoning that results from a condition of consent for residential purposes.
- **Site Plan Control** applications, when 300 square metres or more of new floor area is proposed.

The cost of the signage for Minor Applications is included in the application fee. Signs for Minor Applications will be produced by the Planning Division; however, Applicants are responsible for the proper installation and removal of the sign(s).

NOTE: Failure to appropriately post the sign will result in the stoppage of the application process, including the cancellation of any public meetings.

Location & Installation of Signage

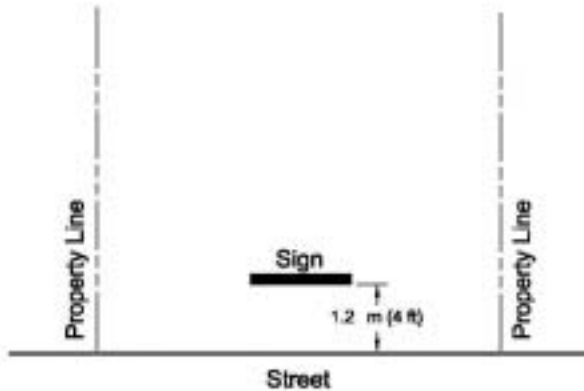
- The applicant is responsible for the installation and maintenance of all signs (including snow clearance), which **shall be located away from any obstructions such that the signs are visible from the street and installed in a safe and secure manner.**
- All signs for Minor Applications shall be secured to a stake or post that can be anchored firmly in the ground and located according to the specifications listed below (the Applicant is responsible for providing the stake or post).
- The sign must be placed on the stake or post a minimum of 0.5 m (1.6 ft.) above ground (Note: the sign must remain visible from the street/sidewalk at all times, even during periods of snow accumulation).
- The sign for a consent application shall be posted a minimum of fourteen (14) days prior to the public meeting.
- The sign for a minor variance application shall be posted a minimum of ten (10) days prior to the public meeting.
- The sign for all other Minor Applications shall be posted by the date specified by the Planning Division (to be confirmed in a letter from the Planning Division).
- The sign shall be placed on the subject property, and not within public rights-of-way.
- The sign shall be located approximately midway between the side lot lines at a maximum setback of 1.2 m (4 ft.) from the street line.
- The sign shall not be placed in a window of a building located on the subject property.
- For corner lots, two signs shall be placed as noted above for each frontage of the subject site, at approximately the halfway point along each frontage.
- For through lots having frontage on more than one street, a sign shall be placed as noted above for each frontage of the subject site, at approximately the halfway point along each frontage.
- No sign shall be located within any sight triangle, as specified by the appropriate Zoning By-Law.
- The sign may be placed on the exterior of a building, if it can not be accommodated in the front yard of the subject property.

Removal of Signage

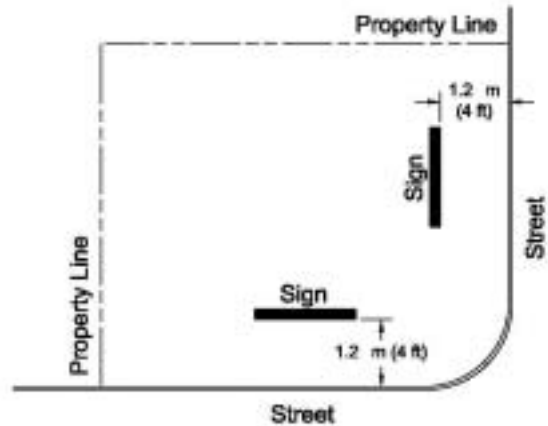
The sign(s) shall be removed by the Applicant within seven (7) days after any of the following:

- The application is denied, lapses, or is withdrawn;
- The application is approved by the Committee of Adjustment or Council, and the 20-day appeal period has passed without appeal; or
- A Decision is rendered by the Ontario Municipal Board where the application has been the subject of an appeal.

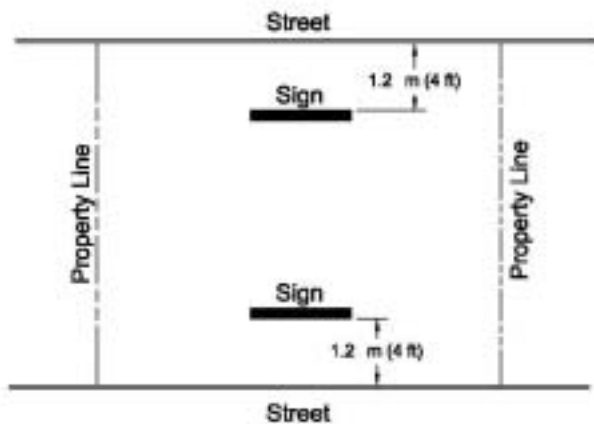
Location of the Sign on a Property



Location on a Corner Lot



Location on a Through Lot



Sight Triangle on a Corner Lot



SHOULD YOU REQUIRE ASSISTANCE IN DETERMINING THE APPROPRIATE LOCATION OF YOUR SIGN, PLEASE CONTACT THE PLANNING DIVISION AT 546-4291, EXT. 3180.