

## **SIGNAGE SPECIFICATIONS FOR MAJOR APPLICATIONS**

Major Applications are considered to be:

- Official Plan Amendments (that are not general policy-related or city-wide);
- Basic Zoning By-law Amendment applications which do not qualify as Minor Applications as defined in the City's Tariff of Fees By-Law; and
- Plans of Subdivision.

**The cost of the signage for Major Applications is not included in the application fee. Applicants are responsible for the purchase / construction / installation / removal of the sign(s), and all signs shall be constructed and installed to the following specifications:**

### **14.1 WORDING**

**The sign shall only contain wording that has been approved by staff of the Planning Division and shall be in the format as outlined below:**

- The word "NOTICE" capitalized and in bold lettering;
- The type of planning application (i.e. Official Plan Amendment, Zoning By-Law Amendment, or Plan of Subdivision) capitalized and in bold lettering;
- To whom the application has been submitted (i.e. City of Kingston), capitalized and in bold lettering;
- The Applicant's name (Owner or Developer);
- The Municipal File Number associated with the application;
- The municipal address or description and dimensions of the lands affected (subject property);
- The purpose and effect of the planning proposal / application;
- The name of the City contact: "To obtain further information, and / or to obtain a copy of the written notice of the public meeting, please contact the Planning Division at 546-4291, Ext. 3254 and refer to the above noted file number."; and
- The date, time and location of the public meeting.

### **14.2 MINIMUM SIZE**

The size of the sign(s) for Major Applications shall adhere to the following minimum dimensions:

- 1.2 m (4 ft) wide by 1.2 m (4 ft) high; and
- 0.7 m (2.3 ft) ground clearance.

For large properties, Applicants are encouraged to provide additional signs.

### **14.3 ACCEPTABLE MATERIALS**

The materials used to construct the sign(s) for Major Applications shall include:

- Durable exterior rated material (i.e. exterior grade plywood panel) – 15-20 mm ( $\frac{1}{2}$  –  $\frac{3}{4}$  inches) thick (minimum);
- Vertical posts supporting the sign(s) are to be 10 cm by 10 cm (4" x 4"), installed a minimum of 1.0 metre below grade;
- 5 cm x 10 cm (2" x 4") horizontal stringers are to be located behind the top and bottom of the sign panel; and

- Where there is insufficient overburden for staking, the sign(s) may be installed on a base which is incapable of being tipped over.

#### **14.4 PAINT**

The following specifications regarding paint used in the construction of signs for major applications are to ensure the durability of both the sign and the lettering.

- Sign panels are to be weather resistant, either painted with exterior matte finish alkyd paint or crezon (weather treated plywood) is to be used; and
- **Lettering shall be painted in black on a white background only** (see Section 5 for further specifications on lettering)

#### **14.5 LETTERING**

- The sign shall be lettered or silk screened using upper case Helvetica Medium typeface or similar sans serif font;
- The lettering must not be capable of being removed from the sign; and
- The size of the lettering / font on the sign shall be in proportion to the size of the sign itself, with minimum height requirements for the following sections of text:
  - The main body of the text shall be a minimum of 30 mm in height;
  - The type of application and "CITY OF KINGSTON" shall be a minimum of 55 mm in height;
  - The word NOTICE in the title block shall be a minimum of 100 mm in height; and
  - The "Notice of Collection" paragraph at the bottom of the sign shall be a minimum of 15 mm in height.

#### **14.6 LOCATION & INSTALLATION OF SIGNAGE**

The following specifications apply to the location and installation of signs for Major Applications:

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

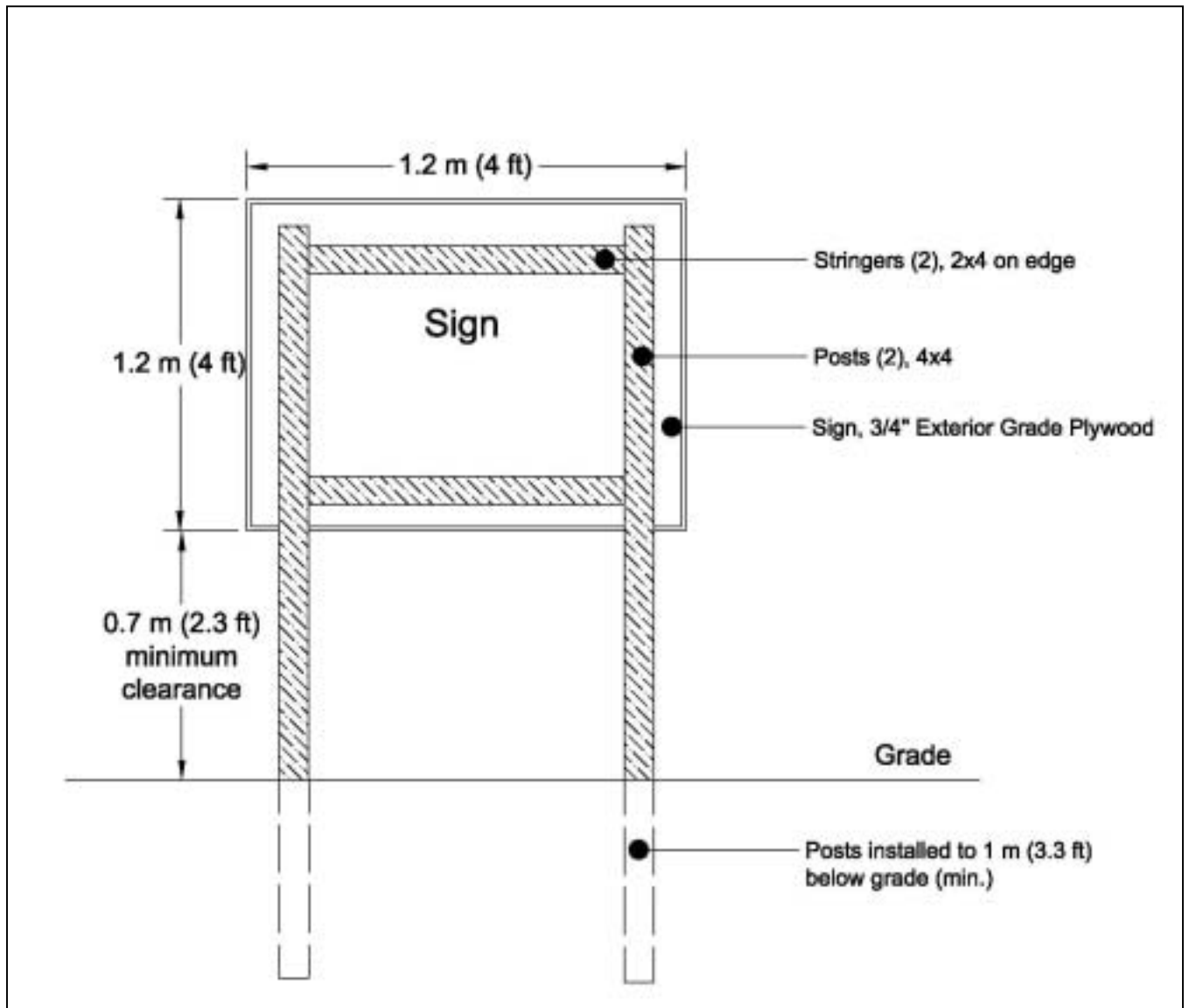
- The applicant is responsible for the installation and maintenance of all signs (including snow clearance), which **shall be located away from any obstructions such that the signs are visible from the street and installed in a safe and secure manner.**
- The sign for all Major Applications shall be 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.
- 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.

**SHOULD YOU REQUIRE ASSISTANCE IN DETERMINING THE APPROPRIATE LOCATION OF YOUR SIGN, PLEASE CONTACT THE PLANNING DIVISION AT 546-4291, EXT. 3254.**

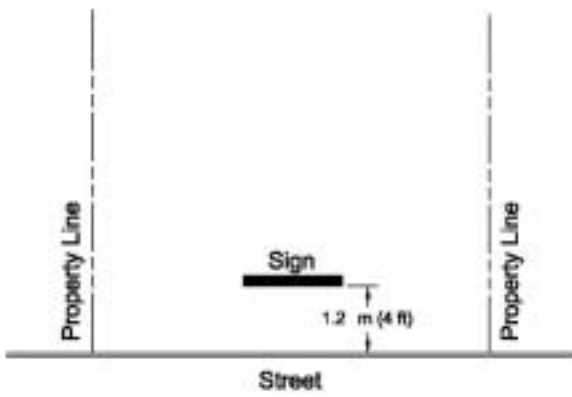
## 14.7 REMOVAL OF SIGNAGE

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

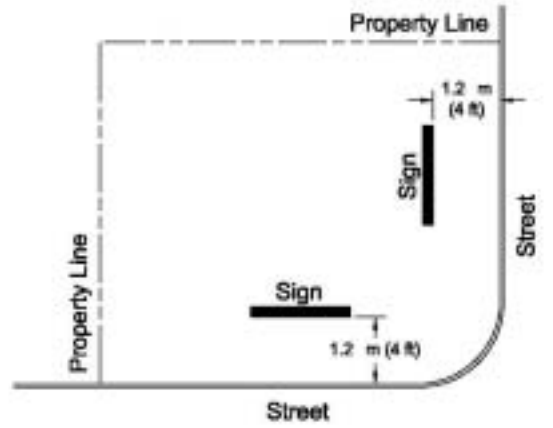
- The application is denied or withdrawn;
- The application is approved by Council and the 20-day appeal period has passed without appeal; or
- A Decision is rendered by the Ontario Municipal Board where the application is subject to an appeal.



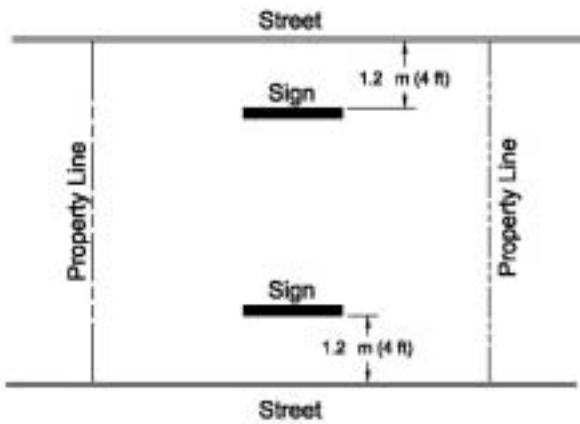
Location of the Sign on a Property



Location on a Corner Lot



Location on a Through Lot



Sight Triangle on a Corner Lot

