

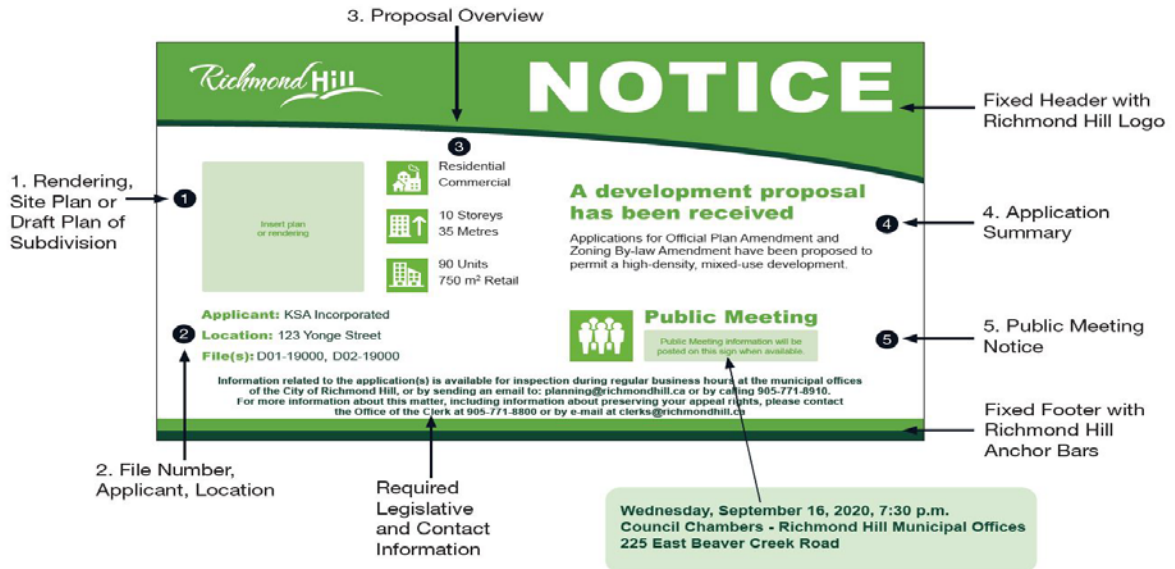
PUBLIC NOTIFICATION SIGN REQUIREMENTS

A Public Notification sign advertising the request for approval and public meeting information related to Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium (Vacant Land) applications on the subject lands shall be installed in accordance with the following requirements and specifications:

- the sign shall be erected within **14 days** of the application(s) being deemed complete by the City. The City file number(s) will be provided at that time. An Affidavit of Sign Posting shall be submitted to the City;
- the wording of the sign shall be approved by the Planning and Infrastructure Department. The applicant should consult with the assigned planner on the information that is to be included on the sign;
- LOCATION:** in accordance with the *Planning Act* the notice sign must be clearly visible and legible from a public highway or other place to which the public has access. One sign shall be erected on the frontage at approximately the midpoint of the frontage. In the case of a flankage/corner lot, a sign shall be erected on **EACH FRONTAGE** of the property.
- INSTALLATION:** to accommodate people with impaired vision or mobility, signs should be mounted at a height that ensures text is positioned between 1.2 and 1.5 metres above the ground or finished surface. The top of the sign when mounted should be 1.9 to 2.0 metres above grade and free from any obstruction.

SIGN SPECIFICATIONS/REQUIREMENTS

An Adobe InDesign working ZIP file [Development Application Signage](#) can be downloaded for the required specifications to produce the sign, and for the Public Meeting Information decal.



1 Rendering, Site Plan, or Draft Plan of Subdivision:

- Ground-related proposals (including draft plans of subdivisions): the sign must include the proposed Site Plan or draft Plan of Subdivision.
- 3 or more storeys: the sign must include a colour rendering for the proposed development.

Images must be clear and legible and in some instances, it may be appropriate to include a conceptual plan. In general, the following information should be reflected on the Site Plan or draft Plan: proposed pattern of roads, lanes, or walkways, building footprints, parks and amenity areas, and natural features, such as watercourses or valleys.

- 2 **File Number.** A file number will be assigned by Development Planning upon submission of the application.
Applicant. Applicant or subject owner name.
Location: Land location and/or address.


3 Proposal Overview. Select applicable icons summarizing

key site statistics for the proposed development. Icons include Land Use, Density/Floor Area and Height*. *A Height Icon may not be required for draft Plan of Subdivision applications.



- 4 **Application Summary.** Include a brief description of the development proposal including the specific applications proposed under the Planning Act and a summary of the proposed land use, as well as form of development.

- 5 **Public Meeting Notice.** This section will be blank upon sign installation. Once the meeting details have been confirmed by the Town, the applicant must prepare and place a decal label on top of the placeholder text. The decal label must contain the scheduled meeting location, date, and time.

Sign Icons

	Land Use (Non-Residential)		Density (Residential)
	Land Use (Ground Related Residential)		Public Meeting
	Land Use (Mid and High Rise Residential)		Building Height
	Land Use (Mixed Use)		Density/Floor Area (Non-Residential)

Fonts and Colours

Aa	Arial Black		PMS 3435 C = 100 M = 0 Y = 81 K = 66
Aa	Arial Bold		PMS 369 C = 59 M = 0 Y = 100 K = 07
Aa	Arial Regular		

Sizes



NOTE: THE APPLICANT AND/OR OWNER OF THE LANDS SHALL BE RESPONSIBLE FOR PREPARING, ERECTING AND MAINTAINING THE SIGN, THE REMOVAL OF SAME, AND FOR ALL COSTS INVOLVED.