

The Corporation of the Town of Petawawa

Sign By-law No. XXXX/23

January 2023



The Corporation of the Town of Petawawa

By-Law Number No. XXXX/23

Being a By-Law Prohibiting or Regulating Signs and Any Other Advertising Devices within the Town of Petawawa

WHEREAS authority is granted to the Municipality pursuant to Part II, Section 11 (3) of the Municipal Act, R.S.O. 2001, to enact by-laws for prohibiting and regulating signs; and

WHEREAS Council did enact By-law No. 794/12 and amending By-law 852/13 to regulate the installation, location, and type of signs permitted in the Town of Petawawa; and

WHEREAS Council deems it advisable to rescind By-law No. 794/12 and 852/13.

NOW, THEREFORE, the Council of the Corporation of the Town of Petawawa **ENACTS AS FOLLOWS:**

1. Short Title

- 1.1 This By-law may be cited as the “Sign By-law” for the Corporation of the Town of Petawawa.

2. Purpose

- 2.1 The purpose of the Sign By-law is to permit the effective use of signs as a means to deliver and communicate specific messaging and encourage aesthetically pleasing sign development; in terms of size, design, and location within the Town of Petawawa. The By-law will ensure that signs do not compromise traffic safety, and will minimize possibilities of hazards to life or property, and the adverse impact on nearby public and private property.

The Town of Petawawa Sign By-law regulates the installation, placement, alteration, maintenance, demolition, and removal of a sign and ensures compatibility within various zone designations. The by-law shall enable the fair and consistent enforcement of sign regulations.

3. Definitions

- 3.1 In this By-law:

Advertising Message – shall mean the copy of a sign identifying a building, business, ownership, activity, product, or service being offered to the public.

Alter – shall mean any change to a sign structure or sign face, except for a change in the message being displayed or repair for maintenance.

Building Façade – shall mean that portion of any exterior elevation of a building extending from grade to the top of the parapet or eaves and the entire width of the building elevation.

Chief Building Official – shall mean the Chief Building Official appointed by the Council of the Town of Petawawa and includes their designate or another duly appointed official pursuant to the Ontario Building Code Act.

Council – shall mean the Council of the Corporation of the Town of Petawawa.

County – shall mean the Corporation of the County of Renfrew.

Grade – shall mean the elevation of the ground upon which a sign is located.

Highway Traffic Act – shall mean the *Highway Traffic Act*, R.S.O 1990.

Install – shall mean attached, built, constructed, reconstructed, enlarged, placed, or moved.

Lot – shall mean a parcel of land that is capable of being conveyed pursuant to the provisions of the *Planning Act*, R.S.O. 1990.

Lot Line – shall mean the line formed by the boundary of any lot or the vertical projection thereof.

Municipal Act – shall mean the *Municipal Act*, R.S.O 2001; as amended.

Municipal Law Enforcement Officer – shall mean a Municipal Law Enforcement Officer employed by the Town of Petawawa and includes their designate or other duly appointed official assigned the responsibility for enforcing and administering this by-law pursuant to the *Municipal Act*, R.S.O. 2001.

Owner – shall mean any person having a legal or equitable title to the land, building, or structure upon which a sign is located.

Planning Act – shall mean *Planning Act*, R.S.O. 1990, as amended.

Plaque – shall mean a commemorative or identifying inscribed tablet, which does not bear any advertising for any commercial purposes.

Poster – shall mean a printed notice generally made of cardboard, plastic, fiberboard, paper, or similar material, conveying information intended to be displayed for a temporary period and includes but is not limited to a bill, handbill, leaflet, notice, placard, and election sign.

Property Line – shall mean any boundary of a lot or the vertical projection thereof.

Public Property – shall mean property, land, or buildings owned by the Town, County, or a local board as defined in the *Municipal Act*, as amended; or owned by the Federal or Provincial government(s).

Roof Line – shall mean the horizontal line made by the intersection of the building with the roof of the building.

Sign – shall mean and include any structure, device, or thing (and all parts thereof) which identifies, describes, promotes, or advertises any building, person, place, product, business, service, enterprise, organization, event, or thing in such a way as to be visible from a highway or lot.

- a) **Abandoned** – shall mean a sign located on a property that becomes vacant and unoccupied for a period of ninety (90) days or more or any sign which pertains to a time, event, or purpose that no longer applies.
- b) **Address** – shall mean a fascia or ground sign on which the advertising message is limited to the name and address of a place, building, business, organization, person, or occupancy of the premises it identifies.
- c) **Banner** – shall mean a temporary sign constructed of a band or strip of fabric that bears an advertising message. A banner sign does not include an awning, canopy sign or flag.
- d) **Billboard** – shall mean a sign structure to which advertising copy is fastened in such a manner so as to permit its periodic replacement and which displays goods, products, services, or facilities that are not available at the location of the sign and/or which directs or invites a person to a location different from that on which the sign is located and has a sign area not greater than nineteen (19m²) square metres.
- e) **Canopy** – shall mean a sign affixed to a permanent roof-like projection that extends from part or all of the building façade.
- f) **Contractor** – shall mean a sign which identifies or provides information relating to a business trade providing a temporary or limited service.
- g) **Development** – shall mean a sign that only advertises the development in which the sign is located; including the name and address of the project, contractors, architects, and/or engineers related to the project. It shall not advertise/display alternative lots for sale or advertise for realtors, developers, or Owners' businesses in general.
- h) **Double-Faced** – shall mean a sign having two sign faces, each face being of equal area and identical proportions to the other and with each face located on the sign structure so as to be exactly opposite the other.
- i) **Election** - shall mean any sign advertising or promoting the election of candidates for public office.
- j) **Electronic Moving** – shall mean a sign display utilizing electronic screens, televisions, computer video monitors, liquid crystal displays, light emitting diode displays, or any other similar electronic technology where the sign face displays moving images.

- k) Fascia** – shall mean a single-faced sign located in such a manner that the sign face is parallel to the surface of the building to which it is attached. This includes signs commonly known as a Wall sign.
- l) Ground** – shall mean a sign to which an advertising message is fastened, including in such a manner as to permit its periodic replacement, and which is supported by uprights or braces embedded in a foundation in or on the ground and which is not attached to any part of a building, whose principle use is for advertising or display of goods, products, services or facilities that are located on the property. This includes signs commonly known as a Pylon sign.
- m) Home Industry** – shall mean a sign for a permitted accessory use that is conducted in whole or in part in an accessory building to a single detached dwelling or permitted farm use.
- n) Home Occupation** – shall mean a sign for a permitted accessory use that is conducted within a dwelling unit and operated by members of the household residing in the dwelling unit.
- o) Illuminated** – shall mean a sign that is lit by an external source.
- p) Incidental** – shall mean a sign whose primary function is directional or informative for traffic or designation of areas such as entrance, exit, parking, loading, shipping, or similar information pertinent to the functions of the premises at which it is located. Incidental signs have no commercial identification other than the name or insignia of the establishment.
- q) Inflatable** – shall mean a temporary sign that is inflated with air or gas and is used for promotional purposes.
- r) Institutional** – shall mean any sign pertaining to government departments, agencies, hospitals, churches, schools, service clubs, and non-profit organizations.
- s) Luminous** – shall mean a sign that is backlit or lighted by an internal source.
- t) Permanent** - shall mean a sign permanently installed on or affixed to a premise.
- u) Portable** – shall mean a sign that is not permanently embedded in the ground, is affixed to a building or any structure and is designed to be capable of being readily moved from one location to another.
- v) Projecting** – shall mean a sign attached to the wall of a building in such a manner that the face area of the sign projects outward from the wall of the building to which it is attached.

w) Public Information - shall mean any sign installed by a public agency to provide information to the public and shall include all signs necessary for roadway operations.

x) Read-o-graph – shall mean a sign composed of interchangeable letters intended to convey a temporary message and is designed or constructed so that the message may be easily rearranged or changed. A read-o-graph sign may be designed so that it is part of a permanent sign.

y) Real Estate/Open House – shall mean a temporary, non-illuminated sign pertaining to the sale, lease, or rental of any lands or buildings upon which the sign is located.

z) Roof – shall mean a sign which is located entirely on or above the main roof of a building or located entirely on the top of or above the parapet of a building.

aa) Sandwich Board – shall mean an “A” shaped sign which is set upon the ground and has no external supporting structure other than itself.

bb) Special Event – shall mean a sign, decoration, or other display device advertising a civic celebration, festival, or another special event.

cc) Temporary – shall mean any sign not permanently attached to or affixed into the ground or to a building.

dd) Traffic Control – shall mean a sign installed under the jurisdiction of the Highway Traffic Act or the manual of Uniform Traffic Control Devices to regulate traffic on streets.

ee) Warning/No Trespassing - shall mean any sign identifying a boundary of private property and prohibiting public access.

ff) Window – shall mean any sign either painted on or attached to or installed inside a window for purposes of viewing from outside the premises is considered a sign.

gg) Yard/Garage/Auction Sale - shall mean any sign, banner, decoration, or other advertising device advertising a private yard, garage, or auction sale.

Sight Triangle – shall mean the triangular area bounded by the lot lines to a distance of six (6) metres from the points of intersection of the corner lot lines, of the projection of the corner lot lines, or within such area required according to the standards of the Ministry of Transportation.

Sign Area – shall mean the area of the largest single face of the sign within the perimeter which forms the outside shape, including any frame which forms an integral part of the display; excluding the supports on which the

sign may be placed. If the sign consists of more than one section, module, or individual letter, all areas will be totaled.

Sign Height – shall mean the vertical distance measured from the average elevation of the finished grade immediately below a sign to the highest point of the sign and includes any support structure.

Sign Length – shall mean the distance between the frame or outer edge of the sign, measured horizontally.

Sign Permit – shall mean a permit approved and issued by the Planning and Development Department in accordance with the provisions of this by-law.

Sign Structure – shall mean the supporting structure and framework that supports the sign face.

Street – shall mean any street, highway, road, or other public right of way but does not include a private lane.

Street Line – shall mean the boundary line between a road allowance and an abutting lot.

Town – shall mean the Corporation of the Town of Petawawa.

Zone – shall mean specifically defined land use areas that relate to and as identified by the Zoning By-law for the Town.

Zoning By-Law – shall mean the Town of Petawawa's Comprehensive Zoning By-law No. 456/07, as amended.

4 General Provisions

4.1 Signs Subject to this by-law;

- 4.1.1 No sign shall be installed, placed, displayed, altered, or moved within the Town except in conformity with this by-law.
- 4.1.2 No person shall install, display, alter, relocate, cause or permit to be installed, displayed, altered, or relocated, a sign which does not comply with the provisions of this by-law.
- 4.1.3 This by-law shall apply to all signs and other advertising devices within the limits of the Town except as otherwise provided in this by-law. The alteration, or change of the advertising message on a sign face is classified as a new sign, under new tenant occupancy, or ownership, and therefore requires a sign permit.
- 4.1.4 Compliance with this by-law does not provide relief from the requirement to comply with other Federal or Provincial Requirements or any other Town by-laws.

- 4.1.5 If a provision of this By-law conflicts with a provision of any applicable Act, regulation, or other by-law, the provision that establishes a higher or more restrictive standard to protect the health, safety, and welfare of the general public shall prevail.
- 4.1.6 All permanent commercial signs to be installed fronting onto County Roads may be installed to the front street lot line providing the signage does not create visibility issues. The Town and the County shall have final authority on any visibility issues.
- 4.1.7 All developments subject to site plan approval shall include in their submission the proposed location of all signs; the location of such shall be determined so as not to interfere with sight lines, drainage, or landscape features.
- 4.1.8 Any Illuminated, Luminous, and Read-o-graph sign otherwise in compliance with this By-law shall not interfere with the enjoyment of neighbouring lands or interfere with visibility on nearby streets. Light should be reflected away from adjacent properties or streets to prevent any glare or blinding spillover effects.
 - a) No sign, in the opinion of the Town; with red or amber lighting shall be located in such a fashion to:
 - i. diminish or detract from the effectiveness of any traffic signal or similar safety warning device;
 - ii. fall within the vision of motorists in such a manner as to create a traffic hazard.
 - b) Illuminated signs are not permitted in Residential Zones

4.2 Non-Conforming Signs

4.2.1 Legal Non-Conforming Status

- a) Permanent signs which have been legally installed or approved before the date of passing of this by-law and which do not conform to the specific provisions of this by-law shall be deemed Legal non-conforming.
- b) A sign may lose its Legal non-conforming status if:
 - i. The sign is relocated or replaced; or
 - ii. The structure or size of the sign is altered in any way except towards compliance with this By-law.
- c) The advertising message does not retain a legal non-conforming right and therefore any changes require authorization by a sign permit.

- d) Portable or temporary signs are not considered to be Legal Non-Conforming.

4.2.2 Maintenance and Repair of Legal Non-Conforming Signs

- a) A Legal non-conforming sign is subject to all requirements of this by-law regarding safety, maintenance, and repair.
- b) If a Legal Non-Conforming sign has suffered more than fifty percent (50%) damage or deterioration, it must be brought into conformity with this by-law or be removed after a period of thirty (30) days.
- c) The Chief Building Official or designate shall determine if the sign is defective, damaged, or substantially deteriorated.

4.3 Maintenance of Signage

- 4.3.1 The owner, occupant, or permit holder of any property upon which a sign is situated shall maintain the sign and its supporting structure in a good state of repair and a proper state of preservation as to safety and appearance.
- 4.3.2 Where in the opinion of the Chief Building Official, or designate, any sign or advertising device is in an unsafe, unsightly or dangerous, or defective condition, the Municipal Law Enforcement Officer shall notify the owner or lessee of the lands upon which the sign is located, or the owner or lessee of the sign, to remove or repair such sign or advertising device; within such time as the Municipal Law Enforcement Officer specifies.
- 4.3.3 Upon receipt of such notice from the Chief Building Official or designate, the owner or lessee of the lands or premises upon which the sign is located or the owner or lessee of the sign, shall at once proceed to repair or remove such sign or advertising device.
- 4.3.4 In the event of closure of any business for which a sign has been installed, the related sign(s) shall be removed no later than three (3) months following business closure, or should the sign remain, the sign face shall be replaced with a blank sign face to the satisfaction of the Town. Exceptions to this provision may be granted at the discretion of the Chief Building Official.
- 4.3.5 Upon the removal of any sign, the owner or lessee of the lands upon which the sign is located shall ensure that the area, surface of land, building, or structure upon which the sign was located is restored to its original condition, including restoration of any paint, an exterior surface, grading or landscaping to its original condition.

4.4 Liability

4.4.1 The provisions of this By-law shall not be construed as relieving or limiting the responsibility or liability of any person installing or owning any sign for personal injury or property damage resulting from the placing or installing of such sign or resulting from negligence or willful acts of such person, or of their agents or employees in the construction, installation, maintenance, repair or removal of any sign installed in accordance with a sign permit issued, hereunder, nor shall it be construed as imposing upon the Town or its officers or employees any responsibility or liability by reason of the approval of any sign, materials or devices under the provision of this By-law.

5. Prohibited Signs

5.1 A sign that is not specifically permitted by this by-law is prohibited.

5.2 No person shall permit a prohibited sign to be installed, displayed, or located in violation of this by-law.

5.3 Any sign not expressly permitted by this By-law is prohibited and without limiting the generality of the foregoing, the following signs are specifically prohibited:

- a) Abandoned Signs;
- b) Billboard Signs;
- c) Flashing Signs;
- d) Roof Signs;
- e) Any sign that contravenes any requirement of this by-law, the Ontario Building Code, or any other applicable regulation, as amended
- f) Any sign that is declared by the Chief Building Official or designate to be unsafe, or a danger to public safety by reason of its location or inadequate or improper construction or maintenance;
- g) Any sign that is located so as to interfere in any way with the free use of any internal or external means of egress;
- h) Any sign that is located so as to obstruct the view of any pedestrian or motor vehicle driver, causing an unsafe condition;
- i) Any sign that is secured to a tree, fence, or amenity pole on municipal property unless expressly authorized by this by-law;
- j) Any sign within four (4) metres of traffic or municipally owned sign;
- k) Any sign located within a sight triangle at intersecting streets as prescribed by this By-law;

- l) Any sign that obstructs/prevents a dedicated parking space from being utilized as required and/or intended;
- m) Any obsolete sign that no longer advertises a business conducted or a product sold at the sign location;
- n) Any sign, except as provided for in this By-law, shall be installed so as to not extend over publicly owned lands;
- o) Any sign or advertisement on a vehicle or trailer which is parked or located for the primary purpose of displaying said sign or advertisement;

5.4 Any Sign which:

- i. is obscene as that term is understood under the Criminal Code, R.S.C. 1985, c.C-46, as amended;
- ii. published defamatory statements, and/or
- iii. by its words, symbols, or images is degrading or dehumanizing of an individual or group, particularly but not limited to on the basis of grounds protected under the Ontario Human Rights Code.

6. Permit Exemptions

6.1 No permit shall be required to install the following signs provided the signs otherwise comply with the applicable provisions of this By-law:

- a) Address
- b) Banner
- c) Contractor
- d) Development
- e) Election
- f) Inflatable
- g) Institutional
- h) No Trespassing
- i) Plaques (Town approval)
- j) Public Information
- k) Real Estate/Open House
- l) Sandwich Board
- m) Special Event Signs
- n) Traffic Control Signs
- o) Window Signs
- p) Yard Sale/Garage/Auction

7. Signs Permitted by Zone Category

SIGN TYPE	ZONE				Fee
	Commercial or Industrial	Residential	Open Space	Community Facility	
PERMANENT					
Canopy	X		X	X	\$100
Fascia	X		X	X	\$100
Ground	X	X	X	X	\$100
Incidental	X		X	X	\$100
Home Occupation or Industry		X			\$25
Projecting	X	X			\$100
TEMPORARY					
Portable	X		X	X	\$30*
*per application, not to exceed (30) days, to a maximum of four (4) possible permits (can be consecutive terms) per business, per annum, subject to adherence with other regulations of this by-law.					

Table 1 – Fee Structure by Sign Type and Zone

8. Regulations by Sign Type

8.1 Permanent Signs

8.1.1 Address Signs

No person shall install or place an Address Sign that contains commercial information or that has a maximum face greater than point two (0.2) square metres.

8.1.2 Canopy Signs

No person shall install a Canopy Sign, except where permitted pursuant to **Table 1** of this By-law.

(a) Canopy Sign shall be designed as an integral part of the canopy fascia and meet the Ontario Building Code requirements.

(b) Canopy Signs shall only be located on the storey having direct access to the street and no portion of the sign shall be less than 2.4 metres above finished grade.

8.1.3 Fascia Signs

No person shall install a Fascia Sign except where permitted pursuant to **Table 1** of this By-law.

- a) The maximum area of a Fascia Sign shall be less than fifteen (15) percent of the building façade to which it is attached.
- b) No Fascia Sign shall extend above the top of the roof surface.
- c) No Fascia Sign or any part thereof, shall project more than point five (0.5) metres from the wall upon which it is mounted.
- d) No Fascia Sign shall extend beyond the extremities of the wall to which it is attached.

8.1.4 Ground Signs

No person shall install a Ground Sign except where permitted pursuant to **Table 1** of this By-law.

- a) No Ground Sign shall exceed the maximum sign area of ten metres squared (10 m²).
- b) No more than one (1) Ground Sign shall be erected on any property.
- c) Ground Signs shall not be located closer than 10 metres to other Ground Signs.
- d) The maximum height of a Ground Sign is eight (8) metres.
- e) Ground Signs shall be setback a minimum of two (2) metres from all lot lines, unless otherwise directed in this by-law, and not closer than one (1) metre to any driveway.
- f) No Ground Sign shall be installed or placed with a sign face that is less than 1.5 metres above grade.
- g) No Ground Sign shall be installed where the distance between a structure and the street line is less than (4) metres.

8.1.6 Incidental Signs

No person shall install an Incidental Sign except where permitted pursuant to **Table 1** of this By-law.

- a) No Incidental Sign shall exceed the maximum sign area of one point five metres squared (1.5 m²)
- b) Maximum height of an Incidental Sign shall be three (3) metres.

8.1.7 Home Occupation/Home Industry Signs

No person shall install an Incidental Sign except where permitted pursuant to **Table 1** of this By-law.

- a) Home Occupation/Home Industry signs shall only be permitted after a business has been registered with the Town.

- b) A home occupation shall not display/advertise externally; other than the permitted maximum of one (1) non-illuminated sign, not more than point three (0.3m²) metres squared in area, to indicate to persons outside that any part of the dwelling unit or lot is utilized for the home occupation.
- c) A home industry shall not display/advertise externally; other than the permitted maximum of two (2) non-illuminated signs, not more than point three (0.5m²) metres squared in area, to indicate to persons outside that any part of the dwelling unit or lot is utilized for home occupation.

8.1.8 Projecting Sign

No person shall install an Incidental Sign except where permitted pursuant to **Table 1** of this By-law.

- a) No Projecting Sign shall project beyond one (1) metre from the wall of the building to which the sign is fixed.
- b) The maximum surface area for projecting signs is one point two metres squared (1.2 m²).
- c) Projecting Signs shall have a minimum vertical clearance of two point four (2.4) metres from the ground to the underside of the projecting sign.

8.2 Temporary Signs

8.2.1 Additional General Conditions for Temporary Signs

- a) Notwithstanding the requirements of Section 8.1.4 limiting the number of Ground Signs, a temporary sign may be permitted in addition to a permanent ground sign in accordance with this Section.

8.2.2 Banner Signs

- a) No person shall erect, display, or otherwise use a banner sign or cause to erect, display or otherwise use a banner sign that is hung from any pole, tree, landscaping feature, or fixture, other than the exterior wall of a building on the subject property, business or public area.
- b) Banner signs should not exceed an area of 4 metres squared (4 m²).

8.2.3 Contractor Signs

- a) A Contractor Sign is permitted in any zone where there is active and ongoing construction.
- b) A Contractor Sign shall be removed, within (ten) 10 days, upon completion of construction.
- c) A Contractor Sign shall not have a sign area exceeding one (1m²) square metre and must be setback a minimum of three (3) metres from any lot line.

8.2.4 Development Signs

- a) A Development Sign may be permitted in any Zone on a lot that is subject to a current or proposed development or redevelopment project and may identify the contractors who are working within the project.
- b) A maximum of two (2) Development Signs may be permitted on a lot for each separate street onto which the lot is subject to the development project and may not exceed ten (10m²) square metres.
- c) A Development Sign shall be removed within twenty one (21) days from the date of completion of the development or redevelopment project.
- d) In the case where no construction has taken place within one year of installation, the sign shall be removed.
- e) A Development Sign shall have a minimum setback of three (3) metres from all lot lines.

8.2.5 Election Signs

- a) Elections Signs are permitted in any Zone following the declaration of a Municipal, Provincial or Federal election.
- b) Election Signs shall not be installed on private property without the owner's consent.
- c) Election Signs on public property shall be affixed to the ground and shall not be nailed or fastened in any way to a utility pole, traffic control sign or device, or tree.
- d) Election Signs, which are installed on any lot, shall be removed within one week following the election for which the signs were installed, failing which, the Chief Building Official or designate may remove the election campaign signs.
- e) Elections Signs are subject to any other provisions identified under the *Municipal Elections Act*.

8.2.6 Inflatable Signs

- a) All Inflatable Signs shall be properly secured to the satisfaction of the Chief Building Official or designate. Power cords and/or supporting devices for Inflatable Signs shall not be placed on or over parking areas or pedestrian areas.

8.2.7 Portable Signs

No person shall install a Portable Sign except where permitted **Table 1** of this By-law.

- a) Portable Signs may only be located on the lot upon which the business operates.

- b) Portable Signs or any part of the sign structure shall not be located less than one point two (1.2) metres from any property line except where otherwise permitted with this by-law.
- c) Portable signs shall not be located within ten (10) metres of any traffic signal.
- d) Portable signs shall not be placed in a parking stall, loading zone, or an aisle leading to the same.
- e) No side of any Portable sign shall have a gross area greater than three (3m²) square metres.
- f) Portable Signs shall be firmly secured with an anchor or other solid fixture to prevent wind uplift.
- g) Portable Signs may not be converted to permanent Ground Signs.
- h) No more than one Portable Sign shall be installed or displayed on a lot at any time. In the case of properties with multiple businesses, there shall be a maximum of one Portable Sign per sixty (60) metres of frontage on the lot.
- i) Portable Signs require a permit, not to exceed (30) days, to a maximum of four (4) possible permits per business per annum.

8.2.8 Real Estate/Open House Signs

- a) Real Estate/Open House Signs are permitted in any Zone on a lot that is for sale.
- b) Real Estate Signs / Open House Signs shall have a maximum sign area of one (1m²) square metre in Residential Zones and three (3m²) square metres in any other zone.
- c) A maximum of one sign for each sixty (60) metres or part thereof of street frontage or a maximum of one sign for each separate street frontage on an exterior lot; whichever is greater.
- d) Real estate signs installed on any lot shall be removed within 21 days after the transfer of the property for which the sign was installed, failing which, the Chief Building Official or designate may have the Real Estate Sign/Open House Sign removed.

8.2.9 Sandwich Board Signs

- a) No more than one (1) Sandwich Board Sign that may have either one (1) or two (2) sign faces shall be permitted per property.
- b) A Sandwich Board Sign shall only be displayed during the regular business hours of the commercial operation and is required to be removed daily.
- c) Sandwich Boards shall be located so as not to obstruct pedestrian movement on a street, sidewalk, or trail.

- d) Sandwich Boards shall not be permitted within a parking stall.
- e) Sandwich Boards shall not be more than point six (0.6) metres wide and one point two (1.2) metres in height on each side.

8.2.10 Special Event/Yard/Garage Sale/Auction Sale Signs

- a) A Special Event/Yard/Garage/Auction Sale Sign shall not be installed more than fourteen (14) days prior to the commencement of the event or sale and shall be removed within seventy-two (72) hours of the completion of the event.
- b) A Special Event/Yard/Garage/Auction Sale Sign located on or over a public street or other Town property shall not be installed without the prior written approval of the Chief Building Official or designate.
- c) A Special Event/Yard/Garage/Auction Sale Sign located on or over a County road or other County property shall not be installed without the prior written approval from the County Public Works Department.

8.2.11 Warning/No Trespassing Sign

- a) One (1) non-illuminated warning or no trespassing sign is permitted not exceeding point nineteen (0.19m²) square metres in area for every fifteen point twenty-four (15.24) metres of frontage on private property.

9. Sign Permits

9.1 General Provisions for Sign Permits

- 9.1.1 No person shall construct, install, display, relocate, alter the advertising message, or, repair the sign without first applying for and obtaining a sign permit for such sign, unless the sign is exempt from the Sign Permit requirements. (See 4.1.3)
- 9.1.2 No person having obtained a sign permit shall fail to comply with the terms and conditions associated with such permit.
- 9.1.3 The provisions of this By-law may be waived or altered when a development obtains Site Plan Approval.
- 9.1.4 In addition to a Sign Permit, the installation of a permanent sign may require the issuance of a building permit, subject the discretion of the Chief Building Official, in accordance with the Ontario Building Code.

9.2 Application for Sign Permit

- 9.2.1 A complete application for a sign permit requires the following:
 - a) The name and address of the owner or authorized agent of the premises upon which the sign is to be located; and in the case

of a tenant application, the submission of a signed letter of permission.

- b) Drawings, plans, and specifications showing:
 - i. the proposed location of the sign on the premises as well as the location of all existing signs;
 - ii. A plan, drawn to scale, showing true dimensions of the premises showing street lines, other boundaries of the property and the location of the sign or advertising device upon the property in accordance with the lot lines and other structures upon such property or upon the premises immediately adjoining thereto. The Chief Building Official or designate may require that the foregoing information or any part thereof be verified by an Ontario Land Surveyor;
 - iii. Complete drawings and specifications covering the construction of the sign, supporting framework and identification of materials to be used;
 - iv. Colour renderings showing the proposed sign, advertising message, to scale and in proportion to the proposed sign specifications.
- c) Proof of possession of all permits as may be required by any other applicable government authority;
- d) The required fee;
- e) Other information as may be required by the Chief Building Official or designate.
- f) In the case of a Portable Sign, the date(s) the sign is to be in place.

9.3 Fees for Sign Permits

- 9.3.1 Fees to be paid upon application for a sign permit shall be as set out in **Table 1**. Such fees are intended to cover the cost of evaluation and inspection of the application site and proposed sign and shall not be refunded.
- 9.3.2 Multiple Incidental Signs proposed for a single property shall be considered one sign for the purpose of this determining fee.

10. Administration and Enforcement

10.1 Chief Building Official

- 10.1.1 The Chief Building Official shall be responsible for the administration and enforcement of this By-law pursuant to the *Building Code Act* and Municipal Law Enforcement Officers

appointed pursuant to the *Municipal Act* shall be responsible for the enforcement of this By-law or duly appointed individual, as provided for herein:

The Chief Building Official, or their designate, shall perform the following functions:

- a) Receive and review all applications in conjunction with any sign or sign structure governed by this By-law;
- b) When the application conforms to the provisions of this By-law and all other By-laws of the Corporation, issue the permit;
- c) Carry out such inspection as may be necessary to satisfy themselves that all compliance with the provisions of this By-law and the reviewed plans;
- d) Issue or cause to be issued the required notice whenever work is in non-conformity with the provisions of this By-law.

10.1.2 The Chief Building Official, their designates, or Municipal Law Enforcement Officer is empowered, upon presentation of proper credentials, to enter or inspect any building, structure, or premises in the Town for the purpose of inspection of a sign to ensure compliance with all applicable codes and ordinances. Such inspections shall be carried out during business hours unless an emergency exists.

10.1.3 No person shall obstruct, hinder or otherwise interfere with a Chief Building Official, their designate, Municipal Law Enforcement, or, another duly appointed individual in the lawful carrying out of their duties and responsibilities under the provisions of this by-law.

10.1.4 The Chief Building Official may:

- a) Refuse a permit for any sign if the building or structure to which the sign is, or is to be attached, is incapable of supporting such sign, or if the information submitted regarding the construction of said building or structure is not sufficient to enable them to adequately determine the capability of such building or structure to give such support;
- b) Refuse a permit for any sign if the information submitted on the permit application is incomplete or incorrect.

10.2 Minor Variance

10.2.1 A Minor Variance may only be deemed complete when the submission comprises a cover letter detailing the proposed sign, the Minor Variance Application and Fee, and any additional information as required by the Chief Building Official.

10.2.2 When considering an application for minor variance, the Committee of Adjustment may grant the variance provided:

- a) The variance is minor in nature;
- b) In the opinion of the Committee, the general intent and purpose of the Official Plan is maintained;
- c) In the opinion of the Committee, the general purpose of the Sign By-Law is maintained;
- d) In the opinion of the Committee, the Sign variance is desirable and is appropriate on the subject land, building, or structure

10.3 Signs in Violation

10.3.1 Any sign installed or displayed in contravention of the provisions of this by-law may be removed immediately without notice, if located on, over, partly on, or partly over; property owned by the Municipality.

10.3.2 When a sign is installed or displayed in contravention of the provisions of this by-law, and such sign is located on private property, the Chief Building Official or designate may give a written Order to the owner or person in possession of the lot upon which a sign is located, to remove or repair such sign where it is not in compliance with the by-law within fourteen (14) days from issuance of such notice.

10.3.3 Where the repair, alteration, change, or removal is a matter of safety, the Chief Building Official or designate may give the notice verbally and may reduce the period within which such owner or tenant shall take action to a period which, in the Chief Building Official or designates opinion is adequate taking into account the circumstances at the time notice was given.

10.3.4 Refusal to comply with the requirements of notice as noted in Section 10.3.2 will permit the Town to remove the offending sign at the owner's expense and such expenses may be recovered in like manner as municipal taxes.

10.4 Enforcement

10.4.1 Liability to Fines

Every person who contravenes any provision of this By-law is guilty of an offence and shall, upon conviction be subject to such fine as may be provided for pursuant to the provisions of the *Provincial Offences Act*, R.S.O. 1990, c.P.40, as amended.

These fines may be issued by the Chief Building Official, Municipal Law Enforcement Officer or designate in accordance with **Schedule A - Fine Schedule** of this By-law.

10.4.2 Separate Offence

Each day of violation of any provision of this By-Law shall constitute a separate offence.

10.4.3 Payment of Fines

The levying and payment of any fines shall not relieve a person from the necessity of paying any fees, charges, or costs from which he or she is liable under any provision of this By-law.

11. Repeal

11.1 The following By-law within the Corporation of the Town of Petawawa is hereby repealed:

11.1.1 The Corporation of the Town of Petawawa By-law 794/12 and amending By-law 852/13.

12. Severability/Effective Date

12.1 Should any part, section, subsection, or portion of this By-law be repealed or declared by a court of competent jurisdiction to be illegal the same shall not affect the validity of this By-law as a whole or in part thereof, except for that which was declared to be invalid.

12.1.1 This By-law shall come into force and take effect on the date of its passing.

Read a first and second time this XX day of XX, 2023.

Read a third time and passed this XX day of XX, 2023.

Signature of the Mayor

Signature of the Clerk

Schedule "A"

The Corporation of the Town of Petawawa Sign By-law No. XXXX/23 being a By-law to prohibit or regulate signs and other advertising devices.

Set Fines Under Part 1 of the Provincial Offences Act

Item #	Short Form Wording	Provision of Offence	Set Fine
1	Install or begin to install a sign without a permit	Section 9.1.1	\$300.00
2	Display or begin to display a sign without a permit		
3	Structurally alter or begin to alter a sign without a permit		
4	Relocate or begin to relocate a sign without a permit		
5	Permit a prohibited sign to be installed	Section 5.2	\$300.00
6	Permit a prohibited sign to be displayed		
7	Permit a prohibited sign to be located		
8	Fail to maintain or fail to cause a sign to be maintained	Section 4.3.1	\$300.00
9	Fail or refuse to remove a sign or bring it into compliance within the specified time frame in the notice	Section 10.3	\$300.00
10	Install, place or display a sign on municipal property		
11	Hinder, disturb or obstruct the Chief Building Official, their designate, or Municipal Law Enforcement Officers during an inspection	Section 10.1	\$300.00
12	Display of more than one temporary sign contrary to the provisions of this By-law	Section 8.2	\$300.00

NOTE: The penalty provision for these offences indicated above is Section 10 of By-law XXXX/23, a certified copy of which has been filed.