

# The Corporation of the Town of Petawawa

Sign By-law No. XXXX/22

November 2022



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By-Law Number No. XXXX/22

# **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 colour, size, design, and location within the Town of Petawawa. The By-law will ensure that signs do not compromise traffic safety, will minimize possibilities of hazards to life or property, and also ensure that they minimize the adverse impact on nearby public and private property.

The by-law shall enable the fair and consistent enforcement of sign regulations. 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.

## **3. Definitions**

- 3.1 In this By-law:

**Advertising Device** – shall mean any device or object creating a design intended to be installed, located, or affixed on any property for advertising purposes. This shall include flags, banners, pennants, lights, or any object intended for said purposes.

**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.

**Boulevard** – shall mean the public property lying between the traveled portion of the street and the street line.

**Building Code** – shall mean the Ontario Building Code, as amended from time to time, and includes any regulations.

**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.

**Building Permit** – shall mean permission or authorization given in electronic format by the Chief Building Official to perform work, change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act and Building Code;

**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 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.

**Frontage** – shall mean the horizontal distance between the side lot lines measured along the front lot line. Where the front lot line is not a straight line, or where the side lot lines are not parallel, the lot frontage shall be measured along a line 7.5 meters back from and parallel to the street line.

**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.

**Permit** – shall mean an electronic document issued by the Chief Building Official or designate of the Town of Petawawa indicating that they/them have considered a specific application referred to therein and have granted permission to install, display, structurally alter or relocate in accordance with specification and conditions as set out in this by-law.

**Permitted Use** – shall mean a use allowable within a zone pursuant to the Town's comprehensive Zoning By-law.

**Person** – shall mean any association, partnership, corporation, Municipal Corporation, agent or trustee, and the heirs, executors, or other legal representatives of a person to whom the context can apply according to law.

**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 copy 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 copy or slogan. A banner sign does not include an awning or canopy sign.

- 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 (19m<sup>2</sup>) 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 or advertising the development or the construction of a building on the lands on which the sign is installed.
- 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, and 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.
- l) **Ground** – shall mean a sign supported by a structure that is installed or anchored into the ground for the sole purpose of supporting the 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. Refer to the Zoning by-law for a comprehensive definition.
- 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. Refer to the Zoning by-law for a comprehensive definition.

- 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) Miscellaneous** - shall mean any sign type not captured in the descriptions of an existing sign type.
- u) Permanent** - shall mean a sign permanently installed on or affixed to a premise.
- v) 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.
- w) 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.
- x) 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.
- y) 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.
- z) 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.
- aa) 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.
- bb) Sandwich Board** – shall mean an “A” shaped sign which is set upon the ground and has no external supporting structure other than itself.

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

**dd) Temporary** – shall mean any sign not permanently attached to or affixed into the ground or to a building and shall include:

- Banner;
- Contractor;
- Development;
- Election;
- Inflatable;
- Portable;
- Real Estate/Open House;
- Sandwich Board;
- Special Event;
- Yard/Garage/Auction Sale;
- Warning/No Trespassing;
- Any other sign, designed by its very nature for temporary use;
- Any sign conveying a message applicable for a definable and specific limited time or related to a short project or event.

**ee) 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.

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

**gg) 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.

**hh) 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 an electronic approval issued by the Planning & 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 A sign that is not specifically permitted by this by-law is prohibited.
- 4.1.2 No sign shall be installed, placed, displayed, altered, or moved within the Town except in conformity with this by-law.
- 4.1.3 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.
- 4.1.4 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 addition, alteration, or change in the copy on a sign face is classified as a new sign and therefore requires a sign permit.
- 4.1.5 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.
- 4.1.6 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.

- 4.1.7 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 any visibility issues. The Town and the County shall have final authority on any visibility issues.

## **4.2 Exempt Signs**

### **4.2.1 Exemptions:**

- a. Signs located in the interior of any building, except for such signs that are placed to be visible from the exterior of the building.
- b. Signs having an area less than point twenty-five (0.25m<sup>2</sup>) square meters that display municipal addresses, 9-1-1 property identifications, building nameplates, or directory boards.
- c. Signs installed by or on behalf of the Town, County, Province of Ontario, or the Government of Canada.

## **4.3 Legal Non-Conforming Signs**

### **4.3.1 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 herein be given Legal non-conforming status.
- 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 or copy 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 eligible for Legal Non-Conforming status and must be removed, altered, or replaced to comply with this by-law.

### **4.3.2 Maintenance and Repair of Legal Non-Conforming Signs**

A Legal non-conforming sign is subject to all requirements of this by-law regarding safety, maintenance, and repair.

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.

The Chief Building Official or designate shall determine if the sign is defective, damaged, or substantially deteriorated.

#### **4.4 Maintenance of Signage**

- 4.4.1 The owner, occupant, or permit holder of any property upon which a sign is situated shall keep the sign and its supporting structure in a good state of repair and a proper state of preservation as to safety and appearance.
- 4.4.2 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 By-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 By-law Enforcement Officer specifies.
- 4.4.3 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.
- 4.4.4 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.
- 4.4.5 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.

#### **4.5 Display Periods**

- 4.5.1 A sign which has been approved and a permit has been issued pursuant to this By-law, may display for the time period which shall expire upon the earliest of the following events:
  - a. Removal of the sign by the Owner (for display periods of more than thirty (30) days);
  - b. The permanent closing of the business identified on the sign after a period of thirty (30) days;

- c. The sale or transfer of the business identified on the sign where there is a change of the name of the successor business; or
- d. As otherwise regulated in this by-law or by a permit issued pursuant to this by-law. Any sign or advertising device, which continues to display after any of the above events shall be removed by the Owner.

#### **4.6 Signs Subject to Site Plan Control**

- 4.6.1 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.

#### **4.7 Lighting Regulations**

- 4.7.1 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 is to be reflected away from adjacent properties or streets to prevent any glare or blinding spillover effects.
- 4.7.2 No sign, in the opinion of the Town; with red or amber lighting shall be located in such a fashion to:
  - a) diminish or detract from the effectiveness of any traffic signal or similar safety warning device;
  - b) fall within the vision of motorists in such a manner as to create a traffic hazard.
- 4.7.3 Illuminated signs are not permitted in Residential Zones

#### **4.8 Liability**

- 4.8.1 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 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;

## 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) Contractor
- c) Development
- d) Election
- e) Institutional
- f) No Trespassing
- g) Plaques (Town approval)
- h) Public Information
- i) Real Estate/Open House
- j) Special Event Signs; and
- k) Traffic Control Signs
- l) Yard Sale/Garage/Auction

## 7. Signs Permitted by Zone Category

7.1 Signs requiring a permit shall only be permitted to be located in zones as set out in **Table 1**

7.1.2 Signs requiring a change in message or copy require a sign permit.

**Table 1 – Fee Structure by Sign Type and Zone**

SIGN TYPE	ZONE				Fee
	Commercial or Industrial	Residential	Open Space	Community Facility	
PERMANENT					
Canopy	X		X	X	\$100
Fascia & Window	X		X	X	\$100
Ground	X	X	X	X	\$100
Pylon and Incidental	X		X	X	\$100
Home Occupation or Industry		X			\$25
Projecting	X	X			\$100

SIGN TYPE	ZONE				Fee
	Commercial or Industrial	Residential	Open Space	Community Facility	
TEMPORARY					
Banner	X		X	X	\$30
Inflatable	X		X	X	\$30
Portable	X		X	X	\$30
Sandwich Board	X		X	X	\$30
Signs permitted by zone category; requiring a sign permit (subject to regulations)					

## 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.

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

2. 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 and Window Signs

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

- a) The maximum area of a Fascia, or Window Sign shall be less than fifteen (15) percent of the building façade to which it is attached.
- b) No Fascia or Window Sign shall extend above the top of the roof surface.
- c) No Fascia or Window 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 or Window Sign shall extend beyond the extremities of the wall to which it is attached.
- e) The Fascia or Window Sign shall be attached to and parallel with the main wall of the building.
- f) No Fascia or Window Sign shall be less than 2.4 metres (8 feet) above finished sidewalk or grade.

#### 8.1.4 Ground Signs

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

- a) Maximum number of signs permitted shall be one (1) per interior lot and two (2) per exterior lot in an Open Space zone, a Community Facility zone, a Commercial and an Industrial zone.
- b) Where a Ground Sign is proposed to serve multiple businesses located on one lot and should the copy or message on the sign be replaced or changed a sign permit is required.
- c) The dimensions and location of a Ground Sign shall be approved on an individual basis if such development is not subject to Site Plan Control.
- d) Ground signs shall be set back a minimum of two (2) metres from all lot lines with the exception of the setback from the street lot line when such street lot line abuts

County Roads. The minimum setback from the street lot line abutting County Roads are permitted, subject to County approval, at zero (0) metres.

- e) No Ground Sign shall exceed the maximum sign area of (10) ten metres squared.
- f) A Ground Sign including any part of its structure shall not be located closer than one (1) metres to any driveway.
- g) No Ground Sign shall be installed where the distance between a structure and the street line is less than four (4) metres. One (1) Projecting Sign shall be permitted in lieu of a Ground Sign where such a distance is less than four (4) metres.
- h) Maximum height of a Ground Sign shall be two point four (2.4) metres.

#### **8.1.5 Pylon Signs**

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

- a) Only one (1) Pylon Sign shall be permitted for each business or use; located on the lot upon which the Sign is located. Exceptions are permitted through Site Plan Approval.
- b) Pylon Signs are prohibited within ten (10) metres of another Pylon or Ground Sign on the same lot and must be a minimum of three (3) metres from any lot line.
- c) No Pylon Sign shall be installed or placed with a sign face that is less than one point five (1.5) metres above grade.
- d) Maximum Pylon height shall be thirteen (13) metres.
- e) A sign permit is required where a Pylon Sign is serving multiple businesses on one lot and the copy or message on the sign is being replaced or changed.
- f) The dimensions and location of a Pylon Sign shall be approved on an individual basis if such development is not subject to Site Plan Control.
- g) Pylon signs shall be set back a minimum of two (2) metres from all lot lines with the exception of the setback from the street lot line when such street lot line abuts a County Road. The minimum setback from the street lot line abutting County Road, subject to County approval, at zero (0) metres.



- h) No Pylon Sign shall exceed the maximum sign area of ten metres squared (10 m<sup>2</sup>)
- i) A Pylon Sign including any part of its structure shall not be located closer than one (1) metres to any driveway.
- j) No Pylon Sign shall be installed where the distance between a structure and the street line is less than four (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 m<sup>2</sup>)
- b) Maximum height of an Incidental Sign shall be three (3) metres.

#### **8.1.7 Home Occupation/Home Industry Signs**

- 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 (0.3m<sup>2</sup>) 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 (0.5m<sup>2</sup>) 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**

- 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 m<sup>2</sup>).
- 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.

#### **8.1.9 Public Information Signs**

- a) No more than one Public Information Sign shall be installed or displayed on a lot at any time.
- b) Public Information Signs are regulated through a site development agreement, which sets out the location, size, and, removal of the sign.

## **8.2 Temporary Signs**

### **8.2.1 Additional General Conditions for Temporary Signs**

- a) Notwithstanding the requirements of Section 8.1.4 b) 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) All Banner Signs are to be treated in like manner as a Fascia or Window Sign.
- b) One Banner Sign for each business used for a commercial, industrial or community facility purpose may be installed or installed for a specific period not to exceed thirty (30) days. A maximum of four (4) permits per annum shall be available to each business.

### **8.2.3 Contractor Signs**

- a) A Contractor Sign is permitted in any zone and any active and ongoing construction lots, indicating the business/person(s) on the sign.
- 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 (1m<sup>2</sup>) 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.
- b) A maximum of 2 Development Signs may be permitted on a lot for each separate street onto which the lot is subject to the development project fronts.
- c) A Development Sign shall be removed within 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) Development Signs may be installed at the main entrance to a subdivision or construction site to identify the contractors who are working within the subdivision, provided:
  - i. they are all identified on the same sign structure.
  - ii. the sign structure shall have no more than two sides upon which signs may be displayed and the two sides shall be parallel or V-shaped.
  - iii. the maximum sign area per side shall not exceed ten (10m<sup>2</sup>) square metres.
- f) Where installed at the entrance to the subdivision or construction site, no other Development Sign in respect of the same contractor shall be permitted elsewhere within the construction site other than to identify construction trailers and on individual lots within the subdivisions.
- g) A Development Sign shall have a minimum setback of three (3) metres from all property 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.

#### **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.

- b) One Inflatable Sign for each business used for a commercial, industrial or community facility purpose may be installed or installed for a specific period not to exceed thirty (30) days. A maximum of four (4) permits per annum shall be available to each business.

#### 8.2.7 Portable Signs

- a) No person shall install a Portable Sign except where permitted **Table 1** of this By-law.
- b) One Portable Sign for each business used for a commercial, industrial or community facility purpose may be installed or installed for a specific period not to exceed thirty (30) days. A maximum of 4 permits per annum shall be available to each business.
- c) Portable Signs may only be located on the lot upon which the business operates.
- d) 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 and shall not be located within ten (10) metres of any traffic signal or sight visibility triangle.
- e) Portable signs shall not be placed in a parking stall, loading zone, or an aisle leading to the same.
- f) No side of any Portable sign shall have a gross area greater than three (3m<sup>2</sup>) square metres.
- g) Portable Signs shall be firmly secured with an anchor or other solid fixture to prevent wind uplift.
- 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) Each Portable Sign shall be located on privately owned property and not on municipal property. It must be maintained to the satisfaction of the Chief Building Official or designate.
- j) Portable Signs shall not be converted to permanent Ground Signs.

### **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 (1m<sup>2</sup>) square metre in Residential Zones and three (3m<sup>2</sup>) 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.
- f) Where located on a lot, Sandwich Boards may be located adjacent to any lot line including the street lot line up to a maximum of two (2) metres from the principal entrance of the business.

### **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 (0.19m<sup>2</sup>) 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, change the copy, 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.

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 by approval of a Site Development Agreement within which signage on the subject site has been regulated.

#### **9.2 Application for Sign Permit**

9.2.1 A complete application for a sign permit requires the following:

- b) The name and address of the Contractor installing the sign;
- c) The name and address of the owner or authorized agent of the premises upon which the sign is to be located;
- d) 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. In the case of a sign mounted on a building; full-colour renderings showing the proposed sign, to scale and in proportion to the proposed sign specifications.
- e) Proof of possession of all permits as may be required by any other applicable government authority;
- f) The required fee;
- g) Other information as may be required by the Chief Building Official or designate to ensure that such sign will comply with the requirements of this By-law, the Ontario Building Code, or, any other applicable law, and to ensure the sign is not unsafe;
- h) The consent of the person in possession of the lot or premises upon which the sign is to be installed, to permit entry upon the said premises by the Chief Building Official or designate for the purpose of inspecting the sign in accordance with this By-law, but nothing herein shall be construed to limit or restrict the right of the Chief Building Official or designate to enter upon the premises in accordance with the provision of the Building Code Act, the Provincial Offences Act or any other applicable statutory authority;
- i) In the case of a Portable Sign, the date the sign is to be in place.
- j) Upon receipt of a completed application, the Chief Building Official or designate shall review and approve all applications that conform to the regulations contained in this By-law. The applicant will be advised of the approval or rejection of the application.

### **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.

- a) Multiple Incidental Signs proposed for a single property shall be considered one sign for the purpose of this determining fee.

## **9.4 Building Permit**

9.4.1 In addition to a Sign Permit, the installation of a permanent sign also requires the issuing of a Building Permit if the following criteria apply:

- b) the permanent sign is higher than seven point five (7.5) metres above grade;
- c) the permanent sign weighs more than one hundred fifteen (115) kilograms.
- d) the permanent sign has a face area of more than ten metres square (10 m<sup>2</sup>).
- e) any sign deemed to require a Building Permit, at the discretion of the Chief Building Official; and all sign plans and drawings submitted in support of a Building Permit shall be approved by a licensed architect or professional engineer, except at the discretion of the Chief Building Official.

## **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, their designate, and/or shall perform the following functions:

- i. Receive and review all applications in conjunction with any sign or sign structure governed by this By-law.
- ii. When the application conforms to the provisions of this By-law and all other By-laws of the Corporation, issue the permit.
- iii. 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.
- iv. 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.

## **10.2 Signs in Violation**

- 10.2.1 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.
- 10.2.2 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.
- 10.2.3 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.
- 10.2.4 Refusal to comply with the requirements of notice as noted in Section 10.2.2 will permit the Town to remove the offending sign at the owner's expense and the provision of Section 11 to this By-law shall apply with respect to the recovery of expenses by the municipality.

## **10.3 Minor Variances**

- 10.3.1 A Minor Variance may only be deemed complete when the submission compromises of a cover letter detailing the proposed sign, the minor variance request, and any supporting evidence of the request as per Section 10.3.2 requirements.
- 10.3.2 Upon receipt of an application, the Committee of Adjustment will review the application and circulate it for technical and public review. The Committee of Adjustment will hold a public meeting where the application will be heard. The Committee decides to authorize or reject the variance if in the Committee's opinion the application is:
- a) Minor in nature;
  - b) Desirable for the appropriate development or use of the land, building, or structure;

c) In keeping with the general intent of the Town of Petawawa Official Plan; and

d) In keeping with the general intent and purpose of the Zoning By-law.

10.3.3 Application to the Committee of Adjustment for a variance shall clearly set out why the provisions of the By-law cannot be met and shall be accompanied by a fee in the amount noted in the Town of Petawawa Tariff of Fees By-law 1310/19 which shall be non-refundable. Fees are subject to change without notice.

## **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 If the owner or person in control of a property fails to repair, alter or remove a sign, as the case may be, upon the order of the Chief Building Official or designate, the Corporation of the Town of Petawawa in addition to all other remedies:

- a) shall have the right to repair, alter or remove the sign and for the purpose with its servants and agents from time to time, to enter into and upon the property where the sign is situated; and
- b) shall not be liable to compensate the owner, the person in control, or any other person having an interest in the property by reason of anything done by or on behalf of the Corporation under the provision of this section; and
- c) shall have the right to recover its expenses in carrying out any repair, alteration, or removal contemplated by this section by action, or such expenses may be recovered in like manner as municipal taxes.

## **11. Recovery of Expenses**

## **11.1 Process**

11.1.1 A copy of an invoice for any charges for removal of a sign together with a certificate by the Town Clerk stating that:

- a) the invoice has been sent to the person(s) liable to pay the same;
- b) no payment or insufficient payment has been received for the invoice, and;
- c) payment of the invoice is overdue

11.1.2 The copy of the invoice and the certificate from the Town Clerk shall be sufficient authority to enter the amount of the unpaid balance of the invoice on the Collector's Roll. The outstanding amount of such invoice shall then be collectible by the Tax Collector in a like manner as municipal taxes. Should the offending person not be a registered owner of the property, said invoice may be forwarded to the Town Solicitor for legal action without further notice.

## **12. Repeal**

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

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

## **13. Severability/Effective Date**

13.1 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.

13.1.1 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, 2022.

Read a third time and passed this XX day of XX, 2022.

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Signature of the Mayor

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Signature of the Clerk

DRAFT

## Schedule "A"

The Corporation of the Town of Petawawa Sign By-law No. XXXX/22 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	<b>Section 9.1.1</b>	<b>\$300.00</b>
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	<b>Section 5.1.1</b>	<b>\$300.00</b>
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	<b>Section 4.1.2</b>	<b>\$300.00</b>
9	Fail or refuse to remove a sign or bring it into compliance within the specified time frame in the notice	<b>Section 10.2</b>	<b>\$300.00</b>
10	Install, place or display a sign on municipal property		
11	Hinder, disturb or obstruct the Chief Building Official or their designate during an inspection	<b>Section 10.1</b>	<b>\$300.00</b>
12	Display of more than one temporary sign contrary to the provisions of this By-law	<b>Section 8.2</b>	<b>\$300.00</b>

NOTE: The penalty provision for these offences indicated above is Section 10 of By-law XXXX/22, a certified copy of which has been filed.