



PROPERTY SIGNAGE REQUIREMENTS FOR APPLICATION TO AMEND THE OFFICIAL PLAN AND/OR ZONING BY-LAW

CITY OF BRAMPTON SIGN REQUIREMENTS:

In accordance with policy 5.28.7 of the official plan of the city of Brampton, for applications to amend the official plan and/or zoning by-law, **without** an associated plan of subdivision or plan of condominium, the owner is required to authorize an applicant to erect and maintain in a structurally sound condition, the required sign or signs providing information that an application has been filed for the subject property. In this regard, the owner means any person; firm or corporation controlling the property under consideration and the applicant shall include any authorized agent, person, firm or corporation, all as specified on the required application form(s). **Note: If an application to amend the official plan and/or zoning by-law is being filed along with a proposed plan of subdivision and/or a proposed plan of condominium, then the sign specifications associated with these types of applications should be adhere to.**

Prior to proceeding with the processing of the proposed plan of subdivision or proposed plan of subdivision with associated draft plan of condominium, and if associated with an application that requires a formal public meeting as required under the Planning Act of Ontario, prior to proceeding to a public meeting, and, within 14 days of receipt of the application by the City of Brampton, the applicant shall submit written proof signed by the owner of the subject property to the planner in the Planning, Design and Development Department assigned the processing of the application, indicating that a sign has been erected in accordance with the City's requirements and agreeing to other obligations regarding sign maintenance and sign removal (*see Part A below for sign specifications, and Part B below regarding the form of the required written proof*).

WARNINGS:

IF A SIGN IS NOT ERECTED ON A PROPERTY, AND A SIGNED LETTER FROM THE OWNER IS NOT RECEIVED REGARDING AGREEMENT WITH SIGNAGE OBLIGATIONS, THEN THE APPLICATION WILL NOT BE PROCESSED, OR IF APPLICABLE WITH AN ASSOCIATED APPLICATION, NOT BE ALLOWED TO PROCEED TO A FORMAL PUBLIC MEETING AS REQUIRED UNDER THE PLANNING ACT OF ONTARIO, THEREBY DELAYING PROCESSING TIMELINES.

A SIGN THAT IS LEFT ON A PROPERTY AND NOT REMOVED AFTER A DECISION HAS BEEN MADE ON AN APPLICATION IS CONSIDERED TO BE AN UNDESIRABLE BLIGHT ON THE LANDSCAPE. SUBMISSION OF THE LETTER OF PROOF OF SIGNAGE CONSTITUTES THE OWNER'S AGREEMENT TO REMOVE SIGNAGE IN ACCORDANCE WITH CITY REQUIREMENTS AND THE EVENTUAL REMOVAL OF THE SIGN MUST BE ADHERED TO.

PART A- SIGN SPECIFICATIONS:

Details:

The details to be shown on the notice sign depends on the complexity of the subdivision or subdivision with associated condominium application, however, it is expected that all aspects of the preparation and installation of the sign be done in a workmanlike manner. Basic details required being included on the notice sign as applicable are:

- subject property outlined in bold and dimensioned (in metric and imperial measurement);
- distance from nearest intersection (in metric and imperial measurement);
- nearest intersection street names;
- north arrow;
- location of access proposed;
- show collector road, or main local road.

All proposed land uses to be shown schematically as per the proposed draft plan of subdivision or draft plan of subdivision with associated condominium filed with the application, using the following colour codes noted in Table One below and with each proposed/approved land use or condominium element labeled.

Table One- Land Use/Condominium Element by Colour Code

Land Use	Berol Prismacolour Coloured Pencils	Pantone Letraset Nos.	Letrafilm Nos.
Det. Dwells	Yellow	916	102-A
Semi-Det. Dwells	Yellow	916	102-A <i>(add a light cross hatching to distinguish from Det. Dwells)</i>
Townhouses	Orange	918	151-A
Apartments	Dark Brown	947	471-A
Retail/Commercial/Office	Light Purple	930	Purple <i>(type of commercial use - i.e. "Convenience Commercial" "Medical Office", "Highway Commercial" to be included as part of label)</i>
General Industrial	Light Blue	903	Process Blue
Prestige Industrial	Dark Blue	901	Reflex Blue
Valleylands, Buffer Blocks, Stormwater Ponds, Visa Blocks	Light Green	909	354-A
Parks	Dark Green	910	375-A
Utilities (i.e TransCanada Pipeline)	Grey	936	429-A
Institutional	Red	922	Warm Red <i>(type of institutional use- i.e. "Separate Elementary</i>

			<i>School” of “Place of Worship” to be included as part of label)</i>
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Note: See attached example of typical sign in order to better understand the specifications and details as referenced below (due to the comparative infrequency of stand alone condominium applications the example shown is with respect to a plan of subdivision and rezoning application)

Wording:

Before installing the sign, the applicant shall contact the planner in the Planning, Design and Development Department assigned the processing of the application, to conform the wording used to describe the application, with the details to be shown on the notice sign dependent upon the nature and complexity of the development application and the concurrence of the planner. However, the basic wording details on the attached example must be adhered to; including: the type of application and a description; a listing of the owner and the agent; a reference to the city contact phone number and file number(s); at the bottom right hand corner of the proposal map (or in another prominent location) a note in Helvetica Medium Typeface indicating that this is a conceptual site plan for information purposes only and subject to change; and, a note at the bottom left hand corner of the sign indicating “Date Sign Erected”:

Size:

Minimum size of 2.4 metres wide by 1.2 metres high. 0.9 metre minimum ground clearance to a maximum of 1.2 metres ground clearance. Sign to be mounted to supports with 12mm hex head bolts and nuts with flat washers both sides.

Sign Supports:

The sign supports must be able to sustain the weight of the application sign for a considerable period of time and through various climatic conditions (i.e. heavy winds) so as to ensure that the sign does not fall over. Therefore, the sign must be mounted in a manner ensuring stability. Accordingly, concrete footings are recommended, to be formed against undisturbed, well-drained soil to a minimum depth of 1.3 metres with a compressive strength of 25 mpa at 28 days.

Materials:

2cm exterior grade plywood panel with horizontal fir stringers to be located behind the top, bottom and centre of the sign panel.

Paint:

Sign panels and all structural members shall be painted on all sides and edges with two coats of white exterior type matte finish alkyd paint over a suitable primer

Lettering:

The sign to be professionally lettered or silk-screened with the lettering to be blue Pantone 302C on a white background. Typefaces to be Futura Demi-Bold Condensed and Helvetica Medium (*see references to Typeface A and B on attached example of typical sign specifications with type A being Futura Demi-Bold Condensed and type B being Helvetica Medium*). All typeface may be condensed or extended to fit the sign area.

Location:

One sign shall be erected along each street frontage of the property so as to be clearly visible from the street, and shall be erected at a minimum distance of 1.5 metres (5 feet) from the lot line and midway between the opposing property lines. The sign shall be erected in a location ensuring safe sight lines at intersections, driveways etc. and if safe conditions are not met, then the applicant shall remove and re-install the sign to the satisfaction of the City at the owner's expense.



PART B – PROOF THAT SIGNAGE HAS BEEN INSTALLED TO CITY SPECIFICATIONS INCLUDING OBLIGATIONS REGARDING MAINTENANCE AND SIGN REMOVAL:

Prior to an application being allowed to proceed to a formal public meeting as required under the Planning Act of Ontario, and within 14 days of receipt of the application by the City of Brampton, the applicant must submit a letter signed by the owner to the planner in the Planning Design and Development Department assigned the processing of the application, indicating that a sign has been erected in accordance with the City's requirements and agreeing to other obligations regarding sign maintenance and sign removal.

A sample of such a letter is found below:

City of Brampton
Third Floor- Planning, Design and Development Department.
2 Wellington Street West
Brampton, On L6Y 4R2

Dear (name of Planner Assigned Application):

Re: Draft Proposed Plan of Condominium (and, if applicable, Application to Amend the Official Plan and/or Zoning By-law Application, and/or Proposed Plan of Subdivision)
Applicant Name/Agent Name
Lot and Concession Number
City File Number: **must include condominium 21CDM file number (if applicable subdivision file 21T number must also be included)**

Attached please find two coloured pictures illustrating that the required sign(s) in connection with the above-noted application(s), has (have) been erected in accordance with the City's requirements and specifications. The sign(s) was/were erected on the subject property on (indicate date).

I hereby agree to:

- (i) maintain the required sign(s) in good condition (in structure, paint work and lettering) throughout the processing of the application, and will periodically inspect the required sign(s) to ensure the sign(s) remain posted on the subject property in good order, including at my expense, the re-installation of the sign(s), should the

sign(s) become damaged, fall over, or require re-installation due to a conflict with safe sight lines.

- (ii) remove the sign(s) within 48 hours:
 - a) after withdrawing the application; or,
 - b) after having been notified by the City and/or the Ontario Municipal Board that the application has been approved or denied. In the case of a denied application, proof must be submitted that the sign(s) has/have been removed prior to the issuance of any refund of development application fees.

After withdrawing the application prior to a public meeting, provide proof that the sign(s) has/have been removed, prior to the issuance of any refund of development application fees and prior to the issuance of the \$500.00 sign deposit refund which was submitted with this application(s).

In the case of a denied application, provide proof within 90 days of receipt of the notice by the City and or the Ontario Municipal Board that the sign(s) has/have been removed, prior to the issuance of the \$500.00 sign deposit refund which was submitted with this application(s).

In the case of an approved application, provide proof within 90 days of receipt of the notice by the City and/or the Ontario Municipal Board that the sign(s) has/have been removed, prior to the issuance of the \$500.00 sign deposit refund which was submitted with this application.

Yours truly,

(Signature of Owner)

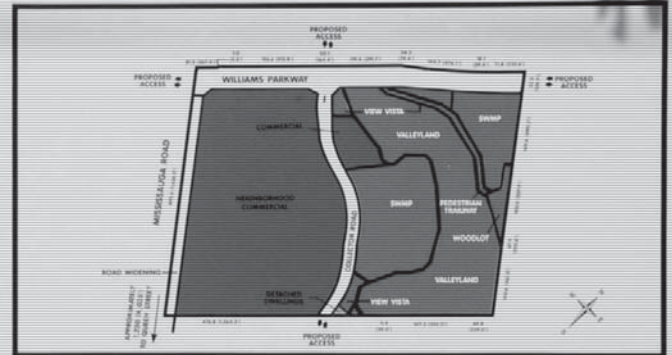
Attachment – Copy of letter with picture of application sign: Clerk’s Department, Legal Services Department, Assistant to the Commissioner of the Planning, Design and Development Department.

Example of Typical Property Signage for Applications to Amend the Official Plan and/or Zoning By-Law

(A) **NOTICE: OFFICIAL PLAN AMENDMENT**

A PROPOSAL HAS BEEN MADE TO:

(B) **REDESIGNATE FROM**
(A) **NEIGHBORHOOD RETAIL**
TO DISTRICT RETAIL AND
STORMWATER
MANAGEMENT POND



(B) Owner:
Agent:

(A) For further information, phone the City of Brampton Planning, Design & Development Department 905-874-2050 and refer to File #C4W8.3

(B) DATE SIGN ERECTED: JULY 25, 2005

A= Futura Demi-Bold Condensed Typeface
B= Helvetica Medium Typeface

Note: All typefaces may be condensed or extended to fit the sign area.