



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

---

**CITY OF BRAMPTON SIGN REQUIREMENTS:**

In accordance with policy 5.29.7 of the Official Plan of the City of Brampton, for applications to amend the Official Plan and/or Zoning By-law and Plans of Subdivision the owner is required to authorize an applicant to erect and maintain in a structurally sound condition, the required sign (or signs) to inform 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).

Within 14 days of the receipt of the development application by the City of Brampton, and prior to any formal public meeting as required under the *Planning Act* of Ontario, the applicant shall submit written proof signed by the owner of the subject property to the planner in the Planning & Development Services 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 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.**

**APPLICANTS ARE RESPONSIBLE FOR CONTACTING CITY STAFF TO INITIATE THE RETURN OF THE SIGN DEPOSIT. AFTER A PERIOD OF 2 YEARS FROM THE DATE THE DEPOSIT IS NO LONGER REQUIRED, AS DETERMINED BY CITY STAFF, IF THE APPLICANT HAS NOT SATISFIED CITY STAFF THAT THE SIGN IS REMOVED, THE DEPOSIT WILL BE ASSUMED BY THE CITY AND WILL NO LONGER BE REIMBURSED**

## **PART A- SIGN SPECIFICATIONS:**

### **Details:**

The details to be shown on the notice sign depends on the complexity of the development application, however, it is expected that all aspects of the preparation and installation of the sign be done in a professional 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 are to be shown schematically as per the proposed development using the colours noted in Table One below.

**Table One – Land Use by Colour Code**

<b>Land Use</b>	<b>Colour</b>
Detached Dwellings	Yellow
Semi-Detached Dwellings	Yellow, with a light cross hatching to distinguish from Det. Dwells
Townhouses	Orange
Apartments	Dark Brown
Service/Retail Commercial	Red
Office Commercial	Pink
General Industrial	Light Blue
Prestige Industrial	Dark Blue
Valleylands, Buffer Blocks, Stormwater Ponds, Visa Blocks	Light Green
Parks	Dark Green
Utilities (i.e. TransCanada Pipeline)	Grey
Institutional	Green

**Note: See attached example of typical sign in order to better understand the specifications and details as referenced herein.**

**Wording:**

Before installing the sign, the applicant shall contact the planner in the Planning & Development Services Department that is assigned to the processing of the application, to confirm the wording and illustrations used to describe the application. 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;
- the following text: "For more information about this matter, including information about obtaining a copy of the notice and about preserving your appeal rights, contact the Planning & Development Services Department by visiting City Hall during regular business hours, by sending an email to : [planning.development@brampton.ca](mailto:planning.development@brampton.ca), or by calling 905-874-2050. Refer to File # \_\_\_\_\_"
- a note that the illustration is a conceptual plan for information purposes, that is subject to change; and
- a note identifying "Date Sign Erected":

**Size and Height:**

- Minimum size: 2.4 metres wide by 1.2 metres high.
- Ground clearance: 0.9 metre minimum, 1.2 metres maximum.
- 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 dark blue or black lettering on a white background. Typefaces to be Arial (***see references to Typeface A on attached example of typical sign specifications with type A being Arial***). 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 assigned planner in the Planning & Development Services Department, confirming that a sign has been erected in accordance with the City's requirements and agreeing to other obligations regarding sign maintenance and sign removal. Further, a photograph of the installed sign and a digital copy (i.e. pdf version) of the map, that was used on the sign, is also to be provided to the assigned planner.

A sample of the required letter is found below:

---

*Date*

*City of Brampton  
Third Floor- Planning & Development Services 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:*

*Attached please find digital 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). Further, please also find the attached digital version of the map that is depicted on the sign.*

*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.*

*I hereby also acknowledge that I am responsible for contacting City staff to initiate the return of the sign deposit, and that if this action has not occurred within 2 years from the date that the deposit is no longer required, as determined by City staff, the deposit will be assumed by the City and will no longer be reimbursed.*

*Yours truly,*

*(Signature of Owner)*

*Attachment — Copy of letter with picture of application sign.*

---

# Example of Typical Property Signage for an Application

## **A** → Notice: Official Plan Amendment

A proposal has been made to:

## **A** → Re-designate From Neighborhood Retail To District Retail And Stormwater Management Pond



Owner:

Agent:



For more information about this matter, including information about obtaining a copy of the notice and about preserving your appeal rights, contact the Planning and Development Services Department, City of Brampton, by visiting the City Hall during regular business hours, by sending an email to [planning.development@brampton.ca](mailto:planning.development@brampton.ca), or by calling 905-874-2050. Refer to File #

Date Sign Erected:

**Note:** Only Arial font shall be used. Words are not to use all capital letters

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

**Note:** Minimum height of sign should be 48", width can vary to suit

**Note:** **A** = wording to be in **bold**