



Town of Halton Hills
 1 Halton Hills Drive
 Halton Hills ON L7G 5G2
 www.haltonhills.ca

12-MONTH ROAD ALLOWANCE PORTABLE SIGN PERMIT APPLICATION

Permit No.: _____
Office Use Only

Business (benefiting from sign)

Name: _____
 Address: _____
 City: _____ Postal Code: _____
 Tel: _____ Fax: _____

Applicant (individual, not business name)

Name: _____
 Address: _____
 City: _____ Postal Code: _____
 Tel: _____ Fax: _____

12-Month B.I.A. Sidewalk Sign Permit
 (Certificate of Commercial General Liability Insurance required with application)
 Location: _____ From: _____ Fee: \$ 137.00

12-Month Boulevard Sign Permit
 (Certificate of Commercial General Liability Insurance required with application)
 Location: _____ From: _____ Fee: \$ 137.00

12-Month Subdivision and Model Home Directional Sign Permit
 (Certificate of Commercial General Liability Insurance required with application)
 Location: _____
 Location: _____
 Location: _____
 Location: _____
 Location: _____ (Maximum 5 locations)
 From: _____ Fee: \$ 137.00



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Sign By-law No. 2003-0065, as amended (applicable excerpts)

5.7 Application for Portable Signs

5.7.1 Application for a Portable Sign shall be subject to the following:

- 5.7.1.1 An applicant shall complete a Sign Permit Application form as prescribed by the Chief Building Official.
- 5.7.1.2 With respect to Sidewalk Signs, Boulevard Signs and Subdivision and Model Home Directional Signs located on Road Allowance and any inflatable Sign, an applicant shall submit:
 - 5.7.1.2.1 a Certificate of Commercial General Liability Insurance in the amount of not less than \$2,000,000.00 naming the Town as an Additional Insured thereunder, and, where required by the Regional Municipality of Halton (hereinafter referred to as the "Region") as an Additional Insured, and including thirty (30) days notice of cancellation or material change
 - 5.7.1.2.2 in the case of an Inflatable Sign, a report by a Professional Structural Engineer registered with the Professional Engineers of Ontario detailing the method of anchoring an Inflatable Sign to the ground, a Building, or other structure
 - 5.7.1.2.3 prior to the issuance of the Permit, a fee in accordance with Schedule "A" attached to this By-law.
- 5.7.1.3 A Permit issued under this section is valid for a period of:
 - 5.7.1.3.1 sixty (60) consecutive days for Portable Signs located on private property
 - 5.7.1.3.2 one (1) year from the start date of display for Sidewalk and Subdivision Model Home Directional Signs located on Road Allowance.
- 5.7.1.4 An applicant may obtain up to four (4) sixty (60) day permits from a start date in any one calendar year per separate business establishment per property Lot to display a Portable Sign for a total of no more than two hundred and forty (240) days.
- 5.7.1.5 An applicant may obtain a subsequent Permit not more than thirty (30) days in advance of the start date to display another Sign on the same Lot, however such Permit will be postdated by a minimum of thirty (30) days from the date of expiry of any previous Sign Permit issued for the same Lot.
- 5.7.1.6 Portable Sign permits are non-transferable and non-refundable.
- 5.7.1.7 Consent in writing from the Owner of lands on which a Portable Sign is to be located shall be provided to the Town on the prescribed form indicating that the Owner consents both to the issuance of a Permit for a Portable Sign for the subject unit, and to the location of any Portable Sign upon the Owner's lands.
- 5.7.1.8 An applicant for a Sign Permit for a Portable Sign shall pay to the Town prior to the issuance of the Permit, a fee in accordance with Schedule "A" attached to this By-law.

10. Provisions for Signs On Road Allowance

10.1.6 **Sidewalk Signs** accessory to business establishments within the Georgetown B.I.A. (identified on Schedule B to this By-law) and the Acton B.I.A. (identified on Schedule C to this By-law) may be located on the sidewalk portion of Road Allowance provided that any such Sign:

- 10.1.6.1 does not exceed one per business and is not displayed other than during the regular hours of the advertised or identified business and is removed upon closing on a daily basis



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- 10.1.6.2 does not exceed 0.557 m² (6 square feet) in Sign Face Area and does not exceed 0.914 m (3 feet) in total height from Grade
- 10.1.6.3 is not located adjacent to a public parking space so as to obstruct the passenger door of any vehicle parked in a public parking space
- 10.1.6.4 is located such that 1.2 m (4 feet) of the sidewalk width adjacent to the Sign is left unobstructed to provide for continuous clearance for pedestrian traffic and wheelchair accessibility
- 10.1.6.5 is not located within 5.0 m (16 feet) of any crosswalk or Intersection
- 10.1.6.6 is not erected without first obtaining a Sign Permit, which shall not be issued until Subsection 5.7.1.2.1 has been complied with
- 10.1.6.7 is located within 1.0 m (3 feet 3 inches) of the Building Wall Face of the business it identifies or advertises, provided that businesses located on a street where the width of the sidewalk restricts the use of such Sign may locate a Sidewalk Sign in another location, provided that the Sign otherwise complies with the provisions of Subsection 10.1.6.
- 10.1.7 Subdivision and Model Home Directional Signs** for the purpose of providing direction to New Subdivision/Model Home Sales sites provided that each such Sign:
- 10.1.7.1 is not erected without first obtaining a Sign Permit which shall not be issued until Subsection 5.7.1.2.1 has been complied with, with the stipulated policy of insurance to remain in effect for as long as the Signs exist in every approved location
- 10.1.7.2 does not exceed 1.5 m² (16.5 square feet) in size
- 10.1.7.3 does not exceed 1.2 m (4 feet) in height from Grade
- 10.1.7.4 does not exceed a maximum of five (5) in number per builder per subdivision
- 10.1.7.5 is displayed for a maximum period of time beginning at 6:00 pm Friday and ending at 9:00 pm Sunday and Statutory Holidays by which time the Sign must be removed
- 10.1.7.6 is erected no closer than 10 m (32 feet 9 inches) from any Intersection and at least 1.0 m (3 feet 3 inches) in from the Curb Line or any graded road shoulder and at least 3.0 m (9 feet 10 inches) from any traffic Signal pole, stop or yield Sign.
- 10.1.9 Boulevard Signs** accessory to business establishments located within Commercial and Industrial Zones may be located on the boulevard portion of Road Allowance adjacent to the advertised or identified business, provided that any such Sign:
- 10.1.9.1 is not displayed other than during the regular hours of the advertised or identified business and is removed upon closing on a daily basis
- 10.1.9.2 does not exceed 0.557 m² (6 square feet) in Sign Face Area and does not exceed 0.914 m (3 feet) in total height from Grade
- 10.1.9.3 is located between the public sidewalk and the building, and is setback either at least 0.6 m (2 feet) from the sidewalk or traveled footpath or, where there is no sidewalk or traveled footpath, at least 2.4 m (8 feet) from the Curb Line
- 10.1.9.4 is not located within 3.0 m (9 feet 10 inches) of any driveway and/or at least 5.0 m (16 feet) of any crosswalk or intersection or in any way that obstructs or impedes the visibility of any motorist
- 10.1.9.5 is not erected without first obtaining a Sign Permit, which shall not be issued until Subsection 5.7.1.2.1 has been complied with
- 10.1.9.6 does not exceed one Sign per Lot adjacent to the street frontage at any one time.

Need More Information?

- By-law No. 2003-0065, as amended, is posted on the Town's website: www.haltonhills.ca
- Copies of By-law No. 2003-0065, as amended, available at the Finance and Corporate Services Department.