

CITY OF THOROLD POLICY AND PROCEDURE MANUAL

Planning and Development Services		
POLICY NO: 510-13 APPROVED: AUG 7, 2018	PLANNING ACT APPLICATIONS: NOTICE SIGN POLICY	Page 1 of 7

POLICY STATEMENT:

The Corporation of the City of Thorold understands that a Notice Sign(s) is important to the awareness of public meetings and open houses for various planning applications. This Notice Sign Policy will provide guidance and summarizes the regulations according to the Planning Act, 1990, c.P.13 (the "Planning Act") to applicants who are required to prepare and display a Notice(s) Sign.

PURPOSE:

The purpose of this policy is to provide guidance to applicants when creating and displaying a Notice Sign(s). The Planning Act provides regulations that outline the giving of notice process and requirements. The policy would be available to all applicants to refer to and review throughout the giving of notice period.

This policy will provide efficient and consistent information and guidelines for applicants to refer to.

OBJECTIVES:

1. To provide a process by which applicants create and display a Notice Sign(s) for each subject property.
2. To provide clear and reasonable requirements for effective and accurate Notice Sign(s) that meet Planning Act regulations.

POLICY CRITERIA:

1.0 Public Notice Options

The Planning Act and its regulations outline the process of giving notice for public meetings and open houses for various applications.

Notice may be given by:

1. Mail

The City mails a notice to every owner of land within 60 metres (Consent and Minor Variance applications) or 120 metres (Official Plan amendments, Zoning By-law amendments, and Draft Plan of Subdivision/Condominium applications).

2. Local Newspaper Notice

The City issues a newspaper notice for all Official Plan amendments, Zoning By-law amendments, and Draft Plan of Subdivision/Condominium applications.

3. Signs

When the 20 day requirement under the Planning Act for giving notice in the local newspaper is not going to be met (i.e. due to newspaper press deadlines), a Notice Sign will be required to be posted on the subject property by the applicant in order to meet Planning Act requirements.

Note: Not all three methods of giving notice are required to meet the Planning Act requirements.

Requirement for a Notice Sign

Consent Applications	Yes, provided by the City, posted by the applicant
Minor Variance Applications	Yes, provided by the City, posted by the applicant
Official Plan Amendment Applications	- Only if required to meet Planning Act requirements, Planning staff to confirm. If required, posted by the applicant, at the applicant's expense.
Zoning By-law Amendment Applications	- Only if required to meet Planning Act requirements, Planning staff to confirm. If required, posted by the applicant, at the applicant's expense.
Site Plan Applications	No
Draft Plan of Subdivision Applications	Yes, posted by the applicant, at the applicant's expense

Draft Plan of Condominium Applications	Yes - Vacant Land/Common Element Condominiums Only. Posted by the applicant, at the applicant's expense
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Note: When a Notice Sign is required, the Applicant is required to provide photographic proof to the Planning Department that the Notice Sign has been installed on the subject property.

2.0 Timing

When to install the Notice Sign(s):

Consent	At least 14 days before the Hearing Date
Minor Variance	At least 10 days before Hearing Date
Official Plan Amendment	At least 20 days before the Public Meeting
Zoning By-law Amendment	At least 20 days before the Public Meeting
Site Plan	N/A
Draft Plan of Subdivision	At least 20 days before the Public Meeting
Draft Plan of Condominium	At least 20 days before the Public Meeting

3.0 Location

Where to install the Notice Sign(s):

- Set at a maximum 1.5 metres from the property line along each street frontage of the property.
- Midway between side lot lines; however, where the frontage is greater than 60 metres additional sign(s) may be required.
- The bottom of the sign is to be a minimum height of 0.9 metres from the ground.
- If posting on the subject land is impractical, the sign(s) is/are to be posted at a nearby location chosen by the City Clerk.

Note: Sign(s) must be clearly visible and unobstructed from view.

4.0 Removal of Notice Sign(s)

When to remove Notice Sign(s):

Within seven (7) days of a decision by either the Committee of Adjustment or Council when there is no appeal or if the application is withdrawn the Notice Sign must be removed.

If there is an appeal to the Local Planning Appeal Tribunal, the Notice Sign must remain on the property.

5.0 Modifications to Notice Sign(s):

- Notice Sign(s) shall be modified and re-installed accordingly within seven days after any one of the following events:
 - The ownership of the subject lands has changed; or,
 - The purpose of the application changes; or,
 - If the sign(s) is/are weathered and/or are no longer legible; or,
 - As required by the Planning Department.

6.0 Material and Paint

The Notice Sign(s) shall be constructed of:

- Minimum 20 millimetre exterior grade plywood panel;
- Horizontal wood stringer to be located behind the top, bottom and centre of the sign panel; and,
- Sign panels and all structural members shall be painted on all sides and edges with two coats of white exterior type matte finish alkyd (oil based) paint over a suitable primer.

Note: Signs for Committee of Adjustment applications are provided by the City and do not need to meet these requirements.

7.0 Size

The minimum size requirements:

Feature	Requirement
Width (minimum)	
• Zoning By-law amendment or Official Plan amendment	0.5 metres
• Plan of Subdivision/Condominium	2.4 metres
Height (minimum)	1.2 metres
Ground Clearance (minimum)	0.9 metres

Ground Clearance (maximum)	1.2 metres
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Note: Signs for Committee of Adjustment applications are provided by the City and do not need to meet these requirements.

8.0 Sign Supports

Durability:

- The Sign supports must be mounted in a manner that it will sustain the weight of the notice sign for the required amount of time through various climates to ensure that it does not fall over or is damaged.

9.0 Wording and Lettering

Consent and Minor Variance Applications

The Secretary-Treasurer of the Committee of Adjustment completes signs for applicants.

Official Plan Amendment Applications:

The Notice Sign must include the following:

1. The date, time, and location of the public meeting or open house.
2. An explanation of the purpose and effect of the proposed Official Plan or Plan amendment.
3. Where and when a copy of the proposed Official Plan or Plan amendment and information and material will be available to the public for inspection.
4. The following statement:
For more information about this matter, including information about appeal rights, contact (address, email address, website or other location or means by which information may be obtained from the municipality or planning board).

O. Reg. 543/06, s.3 (16); O. Reg. 180/16, s.1 (9); O, Reg. 68/18, s.2 (4)

Zoning By-law Amendment Applications:

The Notice Sign must include the following:

1. The date, time, and location of the public meeting or open house.

2. An explanation of the purpose and effect of the proposed by-law.
3. Where and when additional information and material about the proposed by-law will be available to the public for inspection.
4. The following statement:

For more information about this matter, including information about appeal rights, contact (address, email address, website or other location or means by which information may be obtained from the municipality or planning board).

O. Reg. 545/06, s.5 (12); O. Reg. 179/16 s.2 (7); O. Reg.73/18, s.5 (3)

Draft Plan of Subdivision/Draft Plan of Vacant Land Condominium Signs

The Notice Sign must include the following:

1. A description of the proposed Plan of Subdivision.
2. Where and when additional information and material about the proposed Plan of Subdivision will be available to the public for inspection.
3. The following statement:

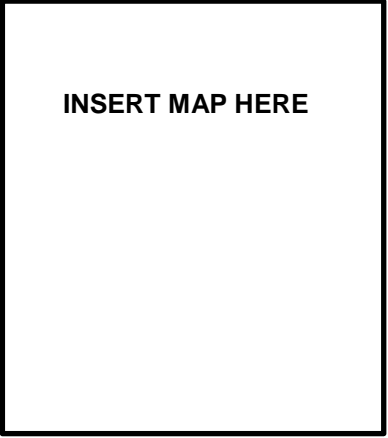
For more information about this matter, including information about appeal rights, contact (address, email address, website or other location or means by which information may be obtained from the municipality or planning board).

4. A map of the proposed Plan of Subdivision/Condominium.

O. Reg. 544/06, s.4 (12); O. Reg. 178/16 s.1 (9)

10.0 Sign Formatting

An example of what the sign should look like:

<p>NOTICE OF COMPLETE APPLICATION: INSERT TYPE (I.E. OFFICIAL PLAN AMENDMENT, REZONING AND/OR PLAN OF SUBDIVISION)</p> <p>AN APPLICATION HAS BEEN SUBMITTED TO THE CITY OF THOROLD TO DEVELOP THIS SITE FOR:</p> <p>DESCRIPTION OF PROPOSAL</p> <p>Insert appropriate Notice Sign text to meet the requirements of Planning Act.</p> <p>Owner: xxxxxx For information, contact Agent: Name (905-xxx- xxxx)</p> <p>For further information, contact the City of Thorold Planning Department (905-227-6613) and refer to File #xxx Date Sign Installed: Month day, Year</p> <p>THIS APPLICATION IS CURRENTLY UNDER REVIEW BY THE CITY OF THOROLD (RED FONT COLOUR REQUIRED)</p>	
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Note: Applicants must propose the wording for the Notice Sign and the map (required only for proposed Draft Plan of Subdivision/Condominium applications) as shown below.

The wording must be approved by the Planning Department prior to posting the Sign. Provide the draft text to the planner on the file for review and approval.

11.0 Notice Map for Proposed Plan of Subdivision/Condominium Applications

The map requirements are as follows:

- Subject property outlined in bold and dimensioned.
- Nearest intersection street names.
- Show collector roads and local roads (existing and proposed).
- Outline in black all proposed lot/blocks to scale and fill utilizing the map colour code below.

- North arrow.

Map colour code:

The map will show the land uses schematically by using the following colour code **AND** a legend that clearly indicates each land use present in the proposed development shall be included as part of the map:

Land Use	Colour
Detached Dwellings	Yellow
Semi-Detached Dwellings	Beige
Townhouses	Orange
Apartments	Light Brown
Retail and Service Commercial	Pink
Automotive Service Commercial	Light Purple
Business/Office	Medium Blue
Prestige Industrial	Dark Blue
General Industrial	Light Blue
Institutional	Red
Open Space	Green
Environmental Features	Light Green
Utility	Grey
Mixed Use	Dark Brown

Should you require additional information, please contact the Planning and Development Department at the City of Thorold (905-227-6613).