

# NOTICE SIGNS

The Town of Midland has set procedures and protocols for enhanced Notice Sign(s) for Official Plan Amendment and Zoning By-law Amendment applications and for Draft Plan of Subdivision and Draft Plan of Condominium applications.

*Procedures and  
Protocols*



Planning and Building  
Services

July 1, 2016



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## Introduction

The Corporation of the Town of Midland resolved on January 28, 2013 to require the applicant of a development application to install approved Notice Signs for applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium in accordance with the following:

### 1.0 Timing

- 1.1 The Notice Sign(s) shall be installed within fourteen (14) days after the date on which the complete application was received by the Planning and Development Department.<sup>1</sup>
- 1.2 The applicant/owner is required to obtain approval from the Planning and Development Department of the proposed wording of the Notice Sign prior to having the sign constructed.
- 1.3 The applicant/owner is required to provide photographic proof of the Notice Sign(s) installation and an original signed copy of the “Sign Declaration” as shown on Appendix I, indicating that the Notice Sign(s) has/have been installed.
- 1.3 If the sign is damaged or removed from the subject lands the owner/applicant is required to replace the sign within ten (10) days from notification by the Planning and Development Department.

### 2.0 Size

- 2.1 The minimum sizes of the sign shall be as shown on the “Sign Detail” in Section 8.0 being 1.2 metre by 1.2 metre, with a minimum ground clearance of 0.6 metres to a maximum of 1.2 metres.

### 3.0 Sign Supports

- 4.1 The sign supports must be able to sustain the weight of the notice sign for a considerable period of time and through various climatic conditions (i.e. heavy

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<sup>1</sup> This policy is currently subject of a proposed Official Plan Amendment and if approved, will require changes to this Notice Signs – Procedures and Protocols in respect of when the sign shall be erected. Please contact the Planning and Development Department with respect to the Town’s Complete Application policies.



winds) to ensure that it does not fall over or is damaged. Therefore, the Notice Sign(s) must be mounted in a manner to ensure stability.

#### **4.0 Location**

4.1 The Notice Sign(s) shall be located on the subject property and no further than 1.5 metres from the property line along each street frontage of the subject lands and midway between the opposing boundaries and/or as directed by the Planning and Development Department. Where the subject property is a corner lot, a sign on each frontage shall be required. The Notice Sign(s) shall be clearly visible and unobstructed from view.

#### **5.0 Wording and Lettering**

5.1 The basic wording details on the “Sign Detail” below must be adhered to, including the following:

5.1.1 The type of application.

5.1.2 A description of the application.

5.1.3 Space for posting of information regarding the Statutory Public Meeting to be posted once it has been scheduled.

5.1.4 A listing of the Owner and Agent and their contact information

5.1.5 The contact information for the Town of Midland Planning and Development Department.

5.1.6 A note across the bottom of the sign that states “The application is currently under review by the Town of Midland” in a red font colour.

5.2 The sign(s) shall be professionally lettered in black with lettering for “DEVELOPMENT PROPOSAL” and the address line(s) shall be in 230 pt. and 180 pt. respectively. All other lettering to be in Arial Font shall be 150 pt. on a white background and shall be clearly legible from the street line.

#### **6.0 Removal of and Amendments to Notice Sign(s)**

6.1 Notice Sign(s) shall be removed within seven (7) days after any one of the following events:



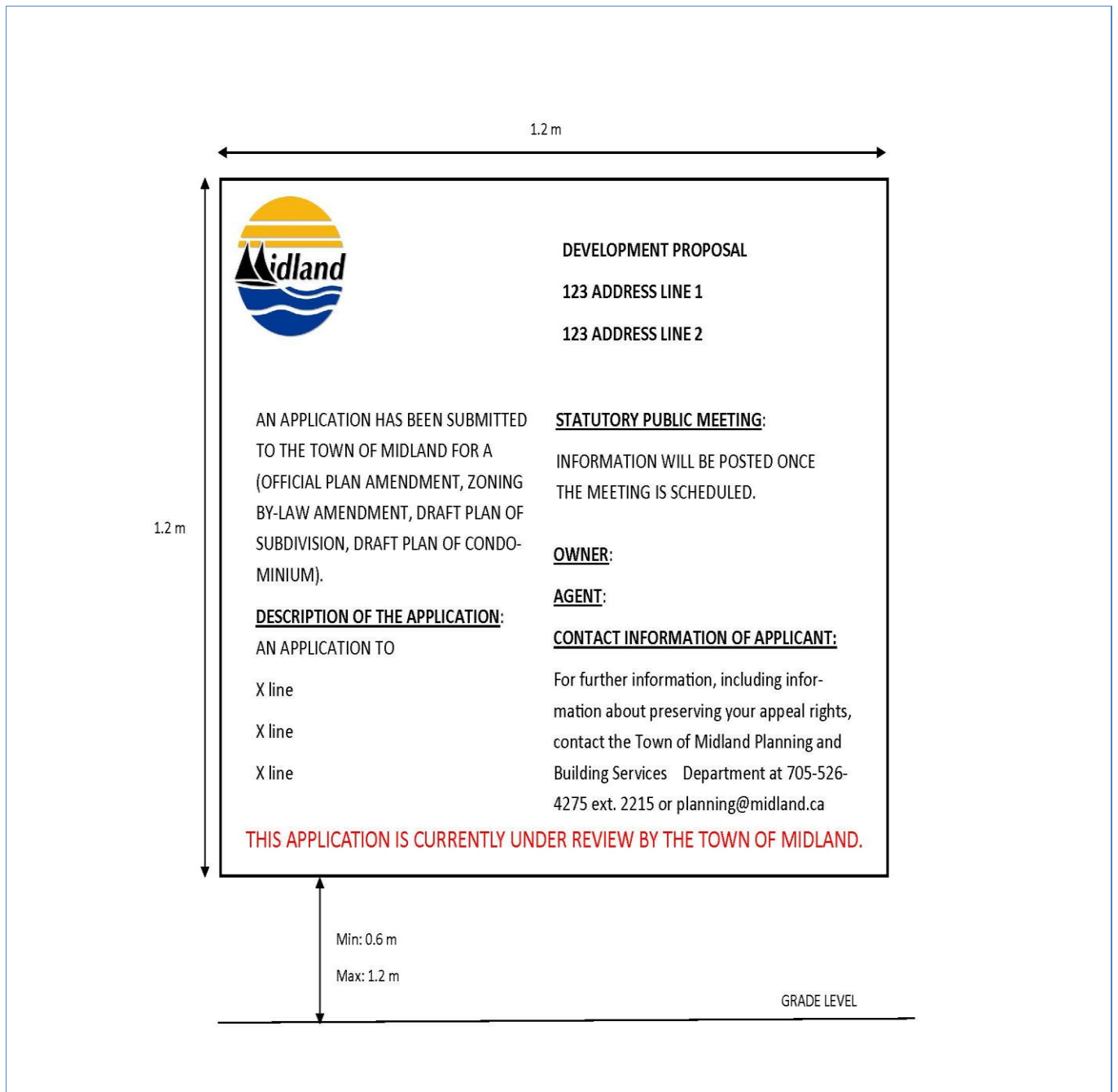
- 6.1.1 the application(s) is/are approved or refused by the Town of Midland and there is no appeal; or lapses, or is withdrawn; or,
- 6.1.2 the application(s) is/are approved by the County of Simcoe and/or the Ontario Municipal Board.
- 6.2 Notice Sign(s) shall be amended accordingly within seven (7) days after any one of the following events:
  - 6.2.1 the ownership of the subject lands have changed; or,
  - 6.2.2 if the sign(s) is/are weathered and/or no longer legible.

## **7.0 Sign Policy Variances**

- 7.1 Where a circumstance exists (i.e. within a residential neighbourhood) that compliance with this sign policy is impractical or not possible, a variance to the policy will only be considered provided they are first reviewed with and approved by the Planning and Development Department.

## **8.0 Sign Details**

Below is a dimensional schematic of a typical Notice Sign:





## Appendix I

### SIGN DECLARATION

I hereby certify that the required Notice Sign(s) has/have been installed in accordance with the Town of Midland Procedures and Protocols for Notice Signs. The Notice Sign(s) was/were posted at a prominent location at:

\_\_\_\_\_ on \_\_\_\_\_

Application Number:

OPA- \_\_\_\_\_ - \_\_\_\_\_ (Official Plan Amendment)  
ZBA- \_\_\_\_\_ - \_\_\_\_\_ (Zoning By-law Amendment)  
MD-T- \_\_\_\_\_ - \_\_\_\_\_ (Draft Plan of Subdivision)  
CD-T- \_\_\_\_\_ - \_\_\_\_\_ (Draft Plan of Condominium)

I agree to maintain the required Notice Sign(s) in good condition (in both structure and lettering), to the satisfaction of the Town of Midland through the processing of the application(s) and in accordance with the requirements outlined on the "Sign Detail". I further agree to remove the sign(s) within seven (7) days after one of the following events:

1. the application(s) is/are approved or refused by the Town of Midland and there is no appeal; or lapses, or is withdrawn; or,
2. the application(s) is/are approved by the County of Simcoe or the Ontario Municipal Board.

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Date

Please provide photographic proof of EACH installed sign(s).