

# Notice Signs Procedures and Protocols



The Town of Midland has set procedures and protocols for enhanced Notice and Informational Signage for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Site Plan Control, Minor Variance, and Consent applications. The signage requirements are contained within this document as approved by Council.

**NOTICE SIGNS  
PROCEDURES AND PROTOCOLS**



Official Plan Amendment  
Zoning By-Law Amendment  
Draft Plan of Subdivision  
Draft Plan of Condominium  
Site Plan Control  
Minor Variance  
Consent

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## Introduction

The Corporation of the Town of Midland resolved on January 28, 2013, and September 27, 2023, to require the applicant/agent of a *Planning Act* application to install approved Notice Signs for applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, Site Plan Control, Minor Variance, and Consent in accordance with the following document.

With the passing of Bill 23, *More Homes Built Faster Act*, 2022, public meetings are no longer required for a Draft Plan of Subdivision. For a *Planning Act* application that does not require a Public Meeting, this document requires an Informational Sign to be posted. This Informational Sign would apply for Site Plan Control applications and for Draft Plan of Subdivision applications. An informational sign for a Draft Plan of Subdivision would only be mandatory where no other Notice Sign would be required at the time the application is filed (e.g. a concurrent Zoning By-law Amendment application).

## Part 1 - Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, and Site Plan Control

### 1.0 Timing

- 1.1 The Notice/Informational Sign(s) shall be installed within 10 days from the date on which the application has been deemed complete by the Planning Services Department. Should the sign not be posted within the specified time as required by the *Planning Act*, this may result in delays in processing the application. Regardless of the timelines outlined herein, the minimum notice requirements under the *Planning Act* must be adhered to.
- 1.2 The Town will prepare the template and provide a digital version (.pdf) to the applicant/agent. The applicant/agent is responsible for coordinating the printing and installation of the sign.
- 1.3 The applicant/agent is required to provide photographic proof of the Notice/Informational 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. This is to be provided by email to [planningsubmissions@midland.ca](mailto:planningsubmissions@midland.ca).

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- 1.4 If the sign is damaged or removed from the subject lands the applicant/agent is required to replace the sign within 5 days from notification by the Planning Services Department. Failure to do so may result in delays in the processing of the application(s).

## 2.0 Size

- 2.1 The minimum size of the sign shall be 48” tall and 60” wide, with a minimum ground clearance of 0.6 metres to a maximum of 1.2 metres, as shown on the “Sign Detail” in Section 8.0. The sign may be slightly larger to accommodate the template provided to the applicant/agent. The sign is to be printed on a corrugated plastic sheet with a thickness between 10 and 15 millimeters.

## 3.0 Sign Supports

- 3.1 The sign supports must be able to sustain the weight of the Notice/Informational Sign(s) for a considerable period of time and through various climate conditions (e.g. heavy winds) to ensure that it does not fall over or is damaged. Therefore, the Notice/Informational Sign(s) must be mounted in a manner to ensure stability.

## 4.0 Location

- 4.1 The Notice/Informational Sign(s) shall be located on the subject property and be 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 Services Department. Where the subject property is a corner lot, or has more than one frontage, a sign on each frontage shall be required. The Notice/Informational Sign(s) shall be clearly visible and unobstructed from view. No sign is to be located in a sight triangle of the travelled portion of the roadway. Should the applicant/agent have questions or concerns about the appropriate sign location, Town Staff can provide clarification.
- 4.2 In the case where a Site Plan Application or Plan of Subdivision Application fronts onto multiple roads, only one sign will be required with the location to be determined by Staff.

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- 4.3 Depending on the characteristics of the subject property, Staff may request additional signs to be installed above the minimum standards identified by Section 4.1 and 4.2 and by the *Planning Act*.

### 5.0 Wording and Lettering

- 5.1 The Town will prepare the template and provide a digital version (.pdf) to the applicant/agent and will include the following information:
- 5.1.1 The type of application.
  - 5.1.2 A description of the application/proposal.
  - 5.1.3 Where required, the date and time of the Statutory Public Meeting.
  - 5.1.4 A listing of the applicant and/or agent and their contact information.
  - 5.1.5 The contact information for the Town of Midland Planning Services Department.
  - 5.1.6 The Town's web address and QR code which links to the individual project page.
  - 5.1.7 An image, rendering, site plan, or building elevation of the proposed project.
- 5.2 The sign(s) shall be printed in Ariel font and follow the Town's colour schemes (blue is #003896 and yellow is #F6B511) as provided in the template.

### 6.0 Removal of, and Amendments to, Notice/Informational Sign(s)

- 6.1 Notice/Informational 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.
  - 6.1.3 A Site Plan or Plan of Subdivision informational sign may be left up until the start of construction.
- 6.2 Notice/Informational Sign(s) shall be amended accordingly within seven (7) days after any one of the following events:

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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 (e.g. 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 Services Department.

### **8.0 Sign Details**

8.1 Below is a dimensional schematic and layout of the development notice signage:

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**Where a Public Meeting is Required – Notice Sign**

Official Plan Amendment, Zoning By-Law Amendment, and Draft Plan of Condominium

Minimum of 60"

Minimum of 48"

**Development Notice** 

**[Application Type]**

A change is proposed on these lands:  
Address: XXXXXXXX (file number)  
Owner: XXXXXXXX  
Agent: XXXXXXXX  
XXXXXXX

[insert description]

Insert Image

**Applicant's Proposal**

**Contact Information**

[insert name and title]  
705-526-4275 ext XXXX  
planning@midland.ca

**Public Meeting Information**

A Public Meeting is scheduled for:  
[insert public meeting information or not required statement]

Insert QR Code

[www.midland.ca/en/business-development/current-and-past-development-projects.aspx](http://www.midland.ca/en/business-development/current-and-past-development-projects.aspx)

Min: 0.6 metres  
Max: 1.2 metres

Grade Level

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**Where a Public Meeting is Not Required – Informational Sign**  
Site Plan Control and Draft Plan of Subdivision

Minimum of 60"

Minimum of 48"

**Development Notice**

**[ Application Type ]**

A change is proposed on these lands:  
Address: XXXXXXXXXX (file number)  
Owner: XXXXXXXXXX  
Agent: XXXXXXXXXXXX  
XXXXXXXXXXXXXX

[insert description]

**Contact Information**

[insert name and title]  
705-526-4275 ext XXXX  
planning@midland.ca

Insert Site Plan Image

**Applicant's Proposal**

Insert Image/Rendering/Elevations

Insert QR Code

www.midland.ca/en/business-development/current-and-past-development-projects.aspx

Min: 0.6 metres  
Max: 1.2 metres

Grade Level

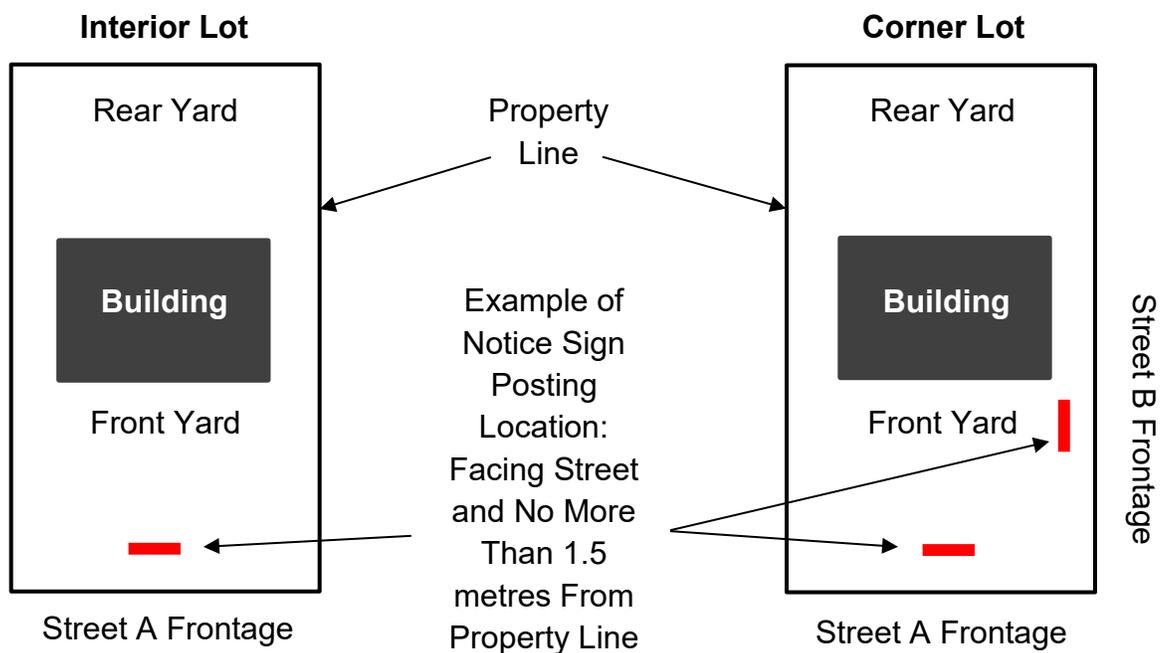
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## 9.0 Example of Notice/Informational Sign Locations

9.1 Below is an example of where the Notice/Informational Sign(s) should be posted on the subject property.



### Sight Triangle of a Corner Lot

On any corner lot in all zones except Commercial and Industrial Zones, no fence or structure shall be erected, and no hedge, shrub, bush, tree or other plant shall be permitted to grow, to a height greater than 1.0 m above grade of the streets that abut the lot, within the triangular area bounded by the street lines and a line joining points on the street lines a distance of 6.0 m from their point of intersection.

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### Part 2 - Minor Variance and Consent

#### 10.0 Timing

- 10.1 The Town has pre-printed Notice Signs for Minor Variance and Consent applications. The applicant/agent is responsible for picking up the Notice Sign from the municipal office and installing the sign(s) on the property.
- 10.2 The Notice Sign(s) shall be installed a minimum of 10 days (minor variance) or 14 days (consent) prior to the date of the Public Hearing. The Town will advise of a deadline for posting when the sign is picked up.
- 10.3 Failure to post the Notice Sign(s) by the deadlines noted in Section 10.2 will result in the application being automatically deferred until proper notice can be provided as outlined in the *Planning Act*.

#### 11.0 Sign Installation

- 11.1 The required sign must be visible to the public; therefore, it must be placed along each frontage of the property. If your property has frontage on more than one public street, a Notice Sign is required for each frontage, and an additional sign deposit is required for each additional sign. No sign is to be located in a sight triangle of the travelled portion of the roadway. Should the applicant/agent have questions or concerns about the appropriate sign location, Town Staff can provide clarification.
- 11.2 Notice Signs should be located on private property and not on the road allowance. It should not impact visibility for vehicles entering or leaving the property.
- 11.3 Notice Signs should be installed using the provided grommets and be at least one (1) metre above finished grade and visible from the road. The sign should be located no more than three (3) metres from the property line.
- 11.4 If the property does not have adequate frontage on which to post a sign, please contact the Planning Services Department.
- 11.5 If the property is located on a private road, please contact the Planning Services Department to determine the appropriate location.

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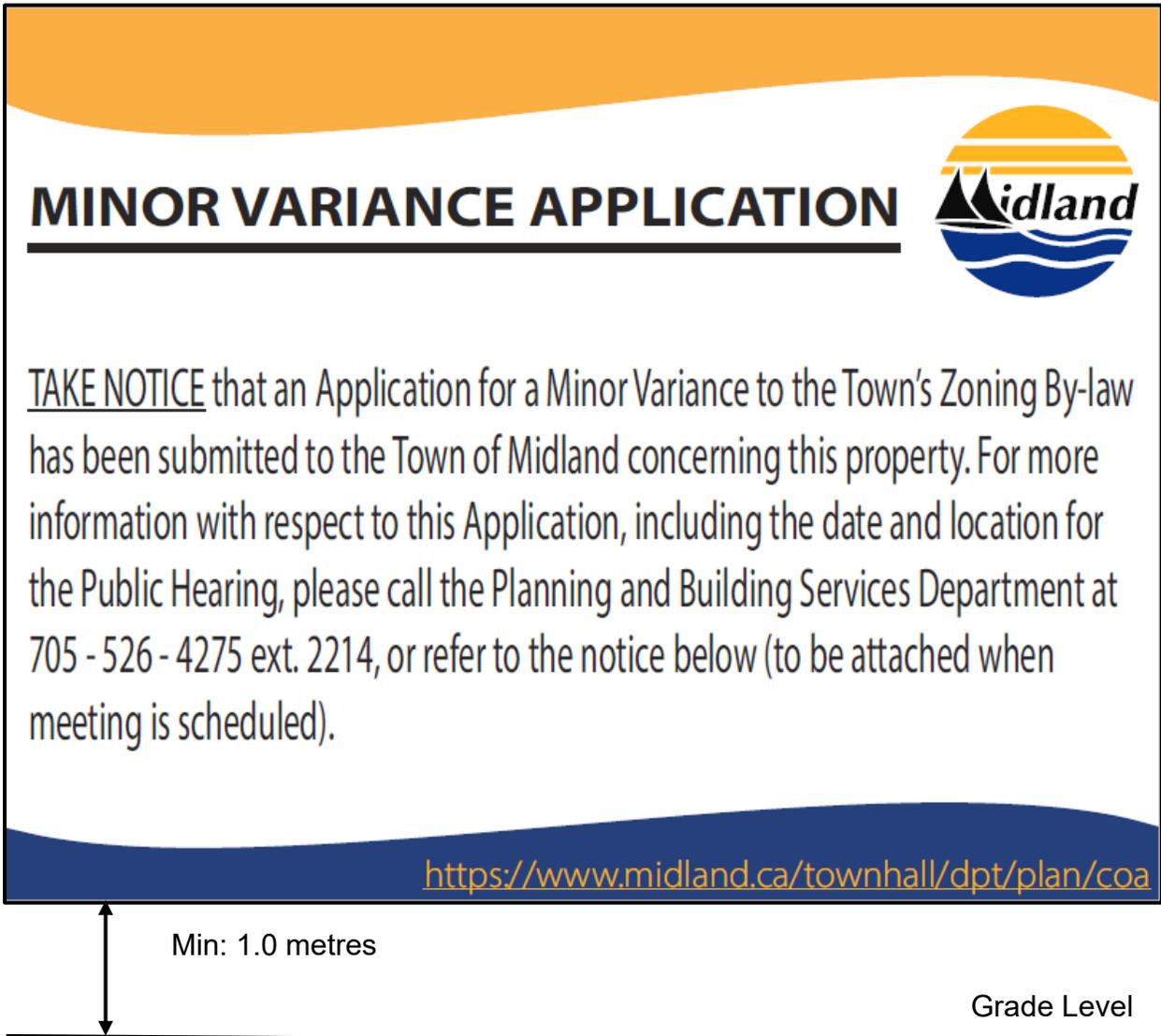
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- 11.6 Should the Notice Sign(s) become damaged, lost, or is not returned to the municipal office within 1 month from the date of the Public Hearing in which a decision on the application was made, the applicant/agent will forfeit the sign deposit.
- 11.7 The sign shall not be removed until the day after the Public Hearing of the Committee of Adjustment. Upon return of the undamaged sign, the sign deposit refund will be processed and returned to the person who made the payment.
- 11.9 Below is a sample of the design for the Notice Signs that are required to be posted:

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**MINOR VARIANCE APPLICATION**



TAKE NOTICE that an Application for a Minor Variance to the Town's Zoning By-law has been submitted to the Town of Midland concerning this property. For more information with respect to this Application, including the date and location for the Public Hearing, please call the Planning and Building Services Department at 705 - 526 - 4275 ext. 2214, or refer to the notice below (to be attached when meeting is scheduled).

<https://www.midland.ca/townhall/dpt/plan/coa>

Min: 1.0 metres

Grade Level

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**PROVISIONAL CONSENT  
APPLICATION**



TAKE NOTICE that an Application for Provisional Consent has been submitted to the Town of Midland concerning this property. For more information with respect to this Application, including the date and location for the Public Hearing, please call the Planning and Development Department at 705 - 526 - 4275 ext. 2214, or refer to the notice below (to be attached when meeting is scheduled).

<https://www.midland.ca/townhall/dpt/plan/coa>

Min: 1.0 metres

Grade Level

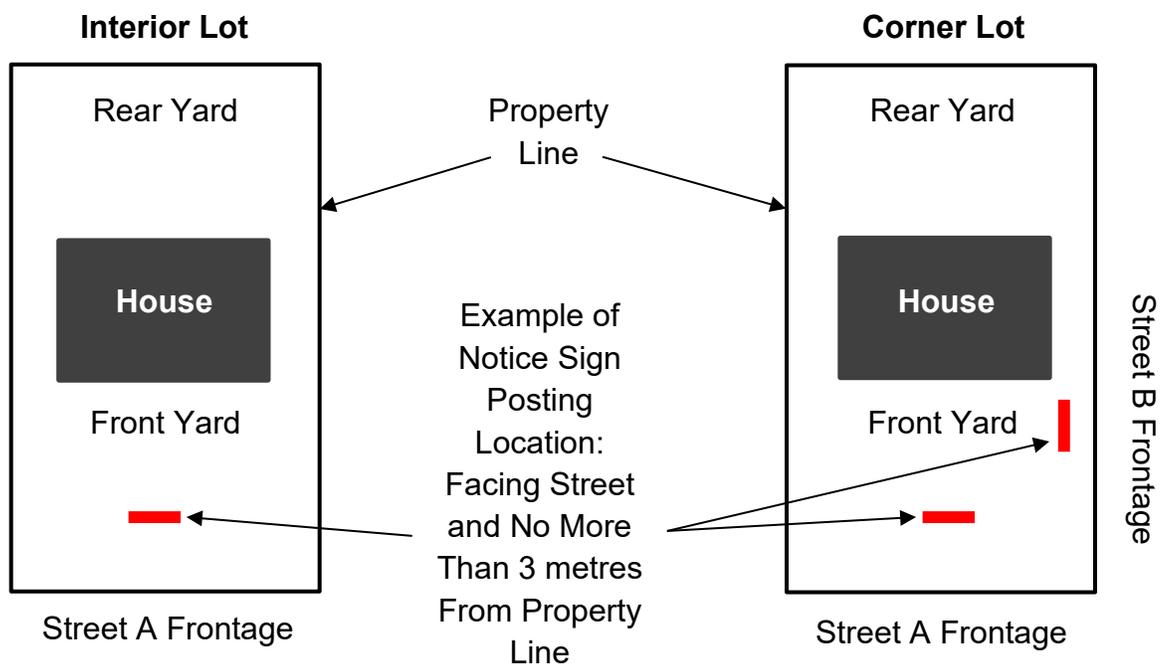
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## 12.0 Example of Notice Sign Locations

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**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:

\_\_\_\_\_ (address)

on \_\_\_\_\_ (date)

Application Number:

- SPA- \_\_\_\_\_ - \_\_\_\_\_ (Site Plan Application)
- 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 within the Procedures and Protocols policy. I further agree to remove the sign(s) in accordance with Section 6.0.

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Date

**Please submit photographic proof of EACH installed sign with this declaration to [planningsubmissions@midland.ca](mailto:planningsubmissions@midland.ca).**