



Sign Permit Application

Date: _____

Applicant: _____

Address: _____

Telephone: _____ Email: _____

Property Owner (if different): _____

Address: _____

Telephone: _____ Email: _____

***Authorization from the property owner must be attached
to this application if different from applicant***

Sign Location: _____

Property Roll #: _____

Type of Sign: _____

Sign Size: Length _____ Width _____ Height _____

Insurance Required: Yes: _____ No: _____ (If yes, please provide details)

**PLEASE SUBMIT DETAILED DRAWINGS/PLANS INCLUDING A DETAILED
DESCRIPTION OF THE SIGN, INCLUDING TYPE
(i.e. digital, fully fixed, vinyl letters, wooden, etc.).**

Permit Fees:	\$25.00 Application Fee (non-refundable)	_____
	\$10.00 per square meter	_____
	HST (13%)	_____
	TOTAL	_____

The applicant/owner understands that all work will be performed at his/her expense. The applicant/owner authorizes the Town of Bancroft to enter on the land to remove any sign that is not maintained in good repair.

Applicant's Signature: _____

Application Approved: _____ Application Denied: _____

Comments:

Dale Shannick, Chief Building Official

Date

THE CORPORATION OF THE TOWN OF BANCROFT

BY-LAW NO. 23-2016

Being a By-Law to Regulate Signage within the Town of Bancroft

WHEREAS Council desires to pass a by-law respecting signs in the Town of Bancroft to create consistency in the design, placement, and materials for signage within the municipality;

AND WHEREAS Sections 8, 9 and 10 of the Municipal Act, 2001 authorize the Town of Bancroft to pass by-laws necessary or desirable for municipal purposes, and in particular Paragraph 10 of Subsection 1 O(2) authorizes by-laws respecting signs;

AND WHEREAS subsection 8(3) of the Municipal Act, 2001 provides that a bylaw under section 10 of that Act respecting a matter may regulate or prohibit, may require a person to do things, and may provide for a system of permits;

AND WHEREAS Section 425 of the Municipal Act, 2001 authorizes the Town of Bancroft to pass By-laws providing that a person who contravenes a By-law of the Town of Bancroft passed under that Act is guilty of an offence;

AND WHEREAS the Municipal Act, 2001 further authorizes the Town of Bancroft, amongst other things, to delegate its authority, to impose fees or charges on persons for services or activities provided or done by or on behalf of it, to provide for inspections and inspection orders, and to make orders to discontinue activity or to do work;

NOWHEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF BANCROFT HEREBY ENACTS AS FOLLOWS:

1. **THAT** the Town of Bancroft Signage Policy, attached as Schedule "A" to this by-law, is hereby approved.
2. **THAT** any person wishing to erect a sign shall follow the Town of Bancroft Signage Policy and apply for a sign permit where necessary.
3. **THAT** the Town of Bancroft Signage Fee Schedule, attached as Schedule "B" to this by-law, is hereby approved.
4. **THAT** upon passage of this by-law all previous by-laws to regulate signage in the Town of Bancroft are hereby repealed
5. **THAT** the Mayor and Clerk be and are hereby authorized to sign this By-Law and affix the corporate seal thereto.
6. **THAT** this By-Law shall come into force and effect upon the third and final reading hereof.

Read a first, second and third time, and be finally passed, signed, sealed and numbered By-Law 23-2016, this the 12th day of April, 2016.

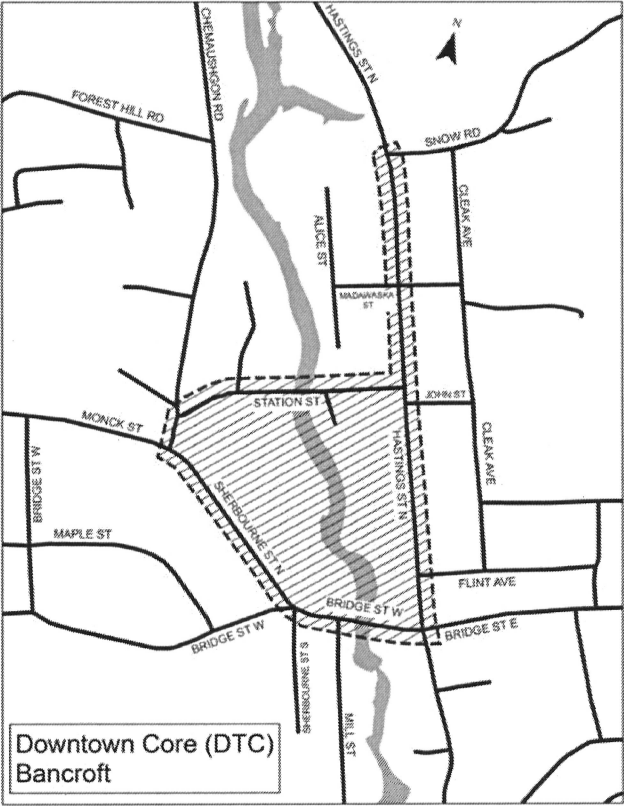
Original signed by
BERNICE JENKINS, MAYOR

Original signed by
HAZEL LAMBE, CLERK

Town of Bancroft Signage Policy

1. DEFINITIONS

- 1.1 **Animated Sign:** Shall mean a sign with action and or motion, with flashing and/or colour changes.
- 1.2 **Awning Signs:** An awning sign consists of materials extended on a metal or wood frame that projects out from a building in such a manner as to produce shade. The materials usually extend over an incline plane and have a valance. The sides of an awning may be open or closed. Awnings may or may not be retractable.
- 1.3 **Chief Building Official:** Shall mean the person appointed by the Corporation of the Town of Bancroft as its Chief Building Official pursuant to the Building Code Act, S.O. 1992, c23, Section 3(2).
- 1.4 **Corporation:** Shall mean the Corporation of the Town of Bancroft.
- 1.5 **Dark Sky Guidelines:** Suggest signage lighting should minimize the harmful effects of light pollution. Guideline 3.10.2.
- Sign lighting should:**
- a) Only be on when needed;
 - b) Only light the area that needs it;
 - c) Be no brighter than necessary;
 - d) Minimize blue light emissions
 - e) Be fully shielded
- 1.6 **Down Town Core (DTC):** The downtown core shall include the following street(s) as outlined below:
- a) Sherbourne Street from Monck Street to Bridge Street West;
 - b) Bridge Street West from Sherbourne Street South to Hastings Street North;
 - c) Station Street from Monck Street to Hastings Street North;
 - d) Hastings Street North from Bridge Street West North to Snow Road.



- 1.7 **Directional Signs:** Shall mean single pole signs designed solely for the purpose of directing and regulating pedestrian or vehicular traffic in a safe and controlled manner on private and/or public lands. These signs are usually erected by the Public Works Department of the Corporation.
- 1.8 **Fascia Sign:** Shall mean any sign or display attached to or painted across the exterior surface of a building.
- 1.9 **Free Standing Permanent Sign:** shall mean a permanent sign which is supported by one or more columns, with uprights or braces in or upon the ground for the sole purpose of supporting that sign. Free Standing Permanent Sign shall not be attached to any building or structure.
- 1.10 **Illuminated Sign:** Shall mean L.E.D. lit signage that is internally lit, edge lit and/or back lit. All illuminated signs shall adhere to the dark sky guidelines and will emit a maximum 3 lux above the ambient light measured 10 metres from the sign. (See 3.10.2)
- 1.11 **Lot:** Shall mean the total horizontal area of land described within a registered deed or other document legally describing the property limits of such land.
- 1.12 **Portable Sign:** Shall mean a sign that is designed in such a manner so as to facilitate its movement from place to place. Portable signs shall be used for the purpose of advertising special events, whether commercial or otherwise, on a temporary basis. Portable signs shall not include a Sandwich Board Sign or Real Estate Development Sign.
- 1.13 **Projecting Sign:** Shall mean a sign that is perpendicular to the building façade and mounted on the building wall, usually by a metal bracket.
- 1.14 **Real Estate Development For Sale Sign:** Shall mean a sign used by real estate companies, for developers and other persons having interest in the sale of commercial land and/or buildings. Real Estate Development Signs shall be a maximum of 6 sq. metres and are used to direct prospective customers to a development or developments.
- 1.15 **Real Estate For Sale Sign:** Shall mean a sign used by real estate companies to advertise the sale of residential and commercial properties.
- Commercial Sign Maximum size of 1.5 sq. metres (DTC)
 Residential Sign Maximum size of 0.6 sq. metres
- 1.16 **Sandwich Board Sign:** Shall mean a sign which is placed on the ground but not permanently anchored. Advertising copy may be placed on either or both sides. A maximum size of 1.1 sq. metres on each side is permitted. Permits will be issued for Sandwich Board Signs on any date during a given year and shall expire on the 31st day of December in the year in which it is issued. Permits must be renewed annually regardless of whether or not the Sandwich Board Sign is to be displayed for the entire year or any part thereof.
- 1.17 **Sign:** Shall mean and include any publicly displayed structure, or device carrying lettering, logos and designs. A sign is intended to identify, describe or advertise for sale any building, place, business, enterprise, organization, product, event, service and/or goods. A sign may publicly display a notice or be a board bearing directions, instructions, or warnings.
- 1.18 **Bancroft Ward (W1):** Shall mean the area, excluding the area defined above as the Downtown Core Map #1 (DTC), of the former Corporation of the Town of Bancroft Ontario. (Bylaw No. 10-2004)

- 1.19 **Dungannon Ward (W2):** Shall mean the area of the former Township of Dungannon Ontario. (Bylaw No. 10-2004)
1. **GENERAL POLICY**
- 2.1 A sign will be architecturally integrated with the surroundings in terms of size, shape, colour, texture and lighting so that signs are complementary to the overall design of the building and not in visual competition with other signs in the area.
- 2.2 All sign copy should convey a message clearly and if illuminated shall comply with the night guidelines and LED lux guidelines. (see 3.10.2)
- 2.3 Additional signage other than the primary identifying sign must be included in the maximum total signage area permitted, and must be smaller than the primary sign. Repetitious signage is discouraged.
- 2.4 Buildings with businesses on the second floor, or above, may have a sign. The sign location will adhere to guideline. (see 3.1.3)
- 2.5 Front lit, down lighting is permitted. Gooseneck lighting, and downward pointing fixtures are permitted.
- 2.6 All light sources must be shielded to prevent glare from interfering with passing motorists.
- 2.7 Signage shall be compatible in size, style, colour, shape and use of material with the size of the building and visual historical character of Bancroft.
- 2.8 Commercial logos shall have limited scale and size so as not to overpower a building. (Regulation 3.0)
- 2.9 A sign uniformity plan shall be required as part of the approval process for multi-unit commercial developments. Such a plan will establish the framework for a visually coherent and compatible signage for the overall development.
- 2.10 All signs shall comply with the regulations under the Ontario Building Code, Section 2.15.
- 2.11 Special care must be taken to avoid blocking or damaging any architectural features of the building with all types of signs.
- 2.12 In the event of a sale, resulting in the change of an existing business and the need for a new sign, the owner shall contact the Municipal Office regarding the requirements for a sign permit.
- 2.13 All box signs require a front cover.
2. **SIGN TYPES**
- Total aggregate signage can be up to 10% of the storefront area but not exceeding a maximum of 6 square meters.
- 3.1 **Wall Signs (W1, W2, DTC)**
- 3.1.1 Wall signs must compliment the building's style/façade.
- 3.1.2 Design may consist of painted text and graphics, fabricated sign boards, non-illuminated permanent individual letters or an effective combination thereof. Reflective materials are not permitted.
- 3.1.3 In the case of ground floor businesses, wall signs are to be located below the eave or parapet line of the façade or between the porch line and eave.
- 3.1.4 If there is a recessed or framed area on the upper façade, the wall sign shall be placed within the recessed or framed area.

- 3.1.5 Flat sheet signs, such as wood, shall be properly finished on all outside visible edges and borders.
- 3.1.6 Only those areas that need to be displayed are to be illuminated.

3.2 Edge Signs (W1, W2, DTC)

Edge signs can be a decorative way to place signage on facades and canopies. Edge signs can either be supported from above, and downward, or pinned upward, usually from the leading edge of the overhang.

- 3.2.1 Individual letters, to scale, are acceptable.
- 3.2.2 Individual letters shall not exceed a height of 0.3 meters.
- 3.2.3 Special care must be taken to avoid blocking any architectural features of the building.
- 3.2.4 Wiring/junction boxes must be concealed and camouflaged.

3.3 Projecting Signs (W1, W2, DTC)

Due to positioning, projecting signs are very visible to pedestrians. Suspended projecting signs can be designed in a variety of shapes. Traditional shapes might be representative of the merchandise or service sold by the business. Other shapes such as circles, ovals or free forms may also be appropriate. Businesses with suspended projecting signs usually have another sign that may be secondary, such as a window or transom sign. (Regulation 2.3)

- 3.3.1 Creative projecting signs that symbolize the business are permitted.
- 3.3.2 Projecting sign brackets must be securely mounted to the building. (Ontario Building Code 3.15)
- 3.3.3 Projecting signs are to be placed near store entrances, either above or to either side.
- 3.3.4 Projecting signs shall be a maximum of 1.0 square meter and shall not extend more than 1.8 meters over public property.
- 3.3.5 The bottom of the projecting sign shall be a minimum of 2.5 meters above the sidewalk.

3.4 Window Signs (W1, W2, DTC)

Window signs are placed either directly on the exterior window glass or on the interior of the glass. These signs typically give the name of the store, a logo or other decorative feature. Creative window signage is encouraged in the downtown core.

- 3.4.1 Suggested materials include vinyl, paint or gold leaf which are to be applied directly to the glass on the interior.
- 3.4.2 Sand blasting of the glass is permitted.
- 3.4.3 Artistic signage is always encouraged.

3.5 Awning Signs (W1, W2, DTC)

Awning signs are materials extended on a metal or wood frame that project out from a building in such a manner as to produce shade. The materials usually extend over an incline plane and have a valance. The sides of an awning may be open or closed. Awning signs are an inexpensive way to add a handmade element such as graphics, a mural or hand-painted graphic to the store’s image. Both the incline surface and the valance may display graphics.

- 3.5.1 Awning graphics must complement awning colour.
- 3.5.2 Internal illumination of awning signs is permitted as per Section 3.10.1.
- 3.5.3 Self-supporting retractable awnings are permitted and may project up to a maximum of 1.8 meters over public property.
- 3.5.4 A minimum height of 2.5 meters above the sidewalk to the bottom edge of the awning is required.
- 3.5.5 Awnings must not create a safety hazard to the public.

3.6 Permanent Free Standing Signs

Permanent free standing signs are normally found in front of strip malls, major shopping chains, plazas or buildings containing a number of businesses.

3.6.1 Permanent Free Standing Signs – Downtown Core (DTC)

In an effort to maintain the heritage of the community, free standing signs in general are discouraged in the area described as the downtown core. In the downtown core where a business is set back from the street or in the case of a development with multiple units set back from the street, the following provisions are recommended.

- 3.6.1.1 In the downtown core only single businesses or buildings containing multiple businesses that are set back from the street shall have a permanent free standing sign. In such cases, the sign must meet the following conditions:
 - (a) It must incorporate two uprights with signage suspended between the uprights and use materials that reflect the heritage of the community such as wood, wrought iron, brick and stone.
 - (b) Landscaping around the base of the sign is encouraged.
 - (c) The bottom edge of the sign must have a minimum of 2.5 metre clearance from the sidewalk.

3.6.2 Permanent Free Standing Signs – (W1, W2)

The permanent free standing sign in areas other than the downtown core must meet the following conditions:

- (a) It must incorporate two uprights with signage suspended between the uprights and use materials that reflect the heritage of the community such as wood, wrought iron, brick and stone.
 - (b) Landscaping around the base of the sign is encouraged.
 - (c) The bottom of the sign must have a minimum of 2.5 metre clearance from the sidewalk.
- 3.6.3 Permanent free standing signs are generally discouraged when sufficient signage already exists on the building façade.

- 3.6.4 Permanent free standing signs that reflect local heritage are encouraged. They can be constructed of natural materials such as wood, wrought iron, brick and stone.
- 3.6.5 Landscaping around the base of all permanent free standing signage is encouraged.
- 3.6.6 Maximum height of permanent free standing signage is 4.5 meters with a maximum area of 6.0 square meters.

3.7 Transom Sign

A transom sign is located above the store's main doorway. A transom sign can be on glass, on a beam or hanging just above or behind the door, along the same plane. A transom sign is equally valid as primary or secondary signage. Ambient or indirect lighting is sufficient for most transom signs.

3.8 Portable – Temporary – Sandwich Board – Event Signs

Portable signs can include signs with or without wheels that have interchangeable lettering.

- 3.8.1 Sandwich Board Signs are prohibited on all pedestrian walkways and public roadways in the DTC.
- 3.8.2 Sandwich board signs are allowed to a maximum of one sign per business, (other than defined in 3.8.1) with the purchase of a permit as described in the sandwich board definition.
- 3.8.3 Sandwich board signs shall be removed when the business or service is not open.
- 3.8.4 New portable temporary signs, and signs with or without wheels that allow for interchangeable messages, are not permitted in the Bancroft Ward and in the DTC.
- 3.8.5 Event signage is permitted up to two weeks prior to the event and must be removed within three days after the event.
- 3.8.6 Hastily constructed portable and temporary signage is discouraged and allowed for 3 days only.
- 3.8.7 Creative and artistic signage is encouraged.
- 3.8.8 Sandwich Board Sign owner(s) shall provide to the Chief Building Official a letter from an insurance company duly authorized to underwrite insurance on the Province of Ontario certifying to the Town of Bancroft that the owner of the sign has public liability and property damage insurance in a minimum of ONE MILLION DOLLARS (\$1,000,000.00) and that the Town of Bancroft is shown as an additional insured on such policy with respect to the sign by-law. This letter shall also certify that the policy provides that a minimum of 30 days notice shall be given to the Town of Bancroft prior to any alteration, revocation or termination of the said policy

2.9 Animated and Moving Signs

- 2.9.1 Animated and moving signs with changeable commercial messages are only permitted within a building, and shall be a maximum of .6 sq. metres.
- 2.9.2 Exterior animated signs 3.8 sq. metres outside the downtown core designation are permitted with approval. (W1, W2)

2.10 L.E.D. Signage

- 2.10.1 Internal, edge lit and backlit LED signage is permitted at a maximum of one lit sign per building, per the size restrictions in this by-law and subject to an approved signage application.
- 2.10.2 LED Signage should adhere to the dark sky guidelines, which suggest: To minimize the harmful effects of light pollution, lighting should attempt to:
- a) Only be on when needed
 - b) Only light the area that needs it
 - c) Be no brighter than necessary
 - d) Minimize blue light emissions
 - e) Be fully shielded (pointing downward)
- 2.10.3 The maximum level for light trespass for illuminated signage is 3.0 lux above the ambient light, measured 10 metres from the illuminated sign.

3. PROHIBITED SIGNS

- a) New Roof Top Signs. (DTC, W1 & W2)
- b) Portable Signs (with or without wheels) with interchangeable letters in Ward One and in the Downtown Core as defined. (DTC)
- c) New fluorescent, backlit, interior lit, or edge lit signs. (DTC, W1 & W2)
- d) Signage flood lights. (DTC, W1 & W2)
- e) Exterior flashing signs that contain lights that vary in intensity at lapsed intervals. (DTC, W1 & W2)
- f) Exterior illuminated signs being electrically animated or having moving message parts. (DTC)
- g) Non permanent single pole free standing signs. (DTC, W1 & W2)
- h) Sandwich Board Signs are prohibited on all pedestrian walkways and public roadways in DTC

4. EFFECTIVE DATE

This by-law shall come into force and take effect upon its final passing.

5. ENTRY ON PREMISES

The By-Law Enforcement Officer or his assistant may from time to time and at all reasonable hours, enter into and upon any premises upon which a sign or other advertising devices are erected or placed for the purpose of inspecting same.

6. REVOCATION

The Chief Building Official may revoke a permit issued under this By-Law.

- a) Where it was issued on mistaken, false or incorrect information.
- b) Where after **six (6) months** after its issuance, the erection of the sign, other than a portable sign, for which the permit was issued has not, in the opinion of the Chief Building Official, been seriously commenced.
- c) Where the erection of the sign, other than a portable sign is in the opinion of the Chief Building Official, substantially suspended or discontinued for a period of more than one (1) year.
- d) Where it was issued in error;
- e) Where the permit holder or property owner or his agent requests in writing that it be revoked.

Prior to revoking a permit in accordance with this By-Law the Chief Building Official shall give written notice of intention to revoke to the permit holder at his last known address. If on the expiration of thirty (30) days from the date of such notice, the ground for revocation continues to exist, the permit shall be revoked without further notice. All submitted plans and other information may be disposed of or, at the request of the permit holder, returned as directed at the applicants request.

7. **APPLICABILITY OF BY-LAW**

This By-Law shall not apply to a sign or other advertising device that was lawfully erected or displayed on the day that this By-Law comes into force. The existing sign or other advertising device shall not be substantially altered. The regular maintenance and repair of a sign or other advertising device, or change in the message displayed thereon, shall be deemed not to constitute an alteration. Subsequently all provisions of this By-Law and its amendments shall apply.

8. **HOLD HARMLESS**

The provisions of this By-Law shall not relieve or limit the responsibility or liability of any person erecting, placing or owning any sign, marquee or other advertising device. This includes personal injury or property damage resulting from the negligence or willful acts of such person, his/her agents or employees, in the construction, erection, maintenance, repair or removal of a sign or other advertising device. No responsibility or liability shall be imposed on the Corporation, its officers, or employees by reason of the approval of any signs, materials or other advertising devices under the provisions of this By-Law.

9. **OFFENCES AND FINES**

Every person who contravenes any provision of the By-Law shall be guilty of an offence and upon conviction shall be liable to a fine of \$5,000.00. Each day in which a contravention of this By-Law is continued or permitted to continue shall constitute a separate offence and shall be punishable as such hereunder. Prosecution under the provisions of The Provincial Offences Act shall not operate as a bar to the Corporation from recovering any appears for permit fees or to pursuing any other remedies available.

10. **ZONING BY-LAW/CONFLICT**

This By-Law shall be construed as being in addition to the provisions of the Corporation's Zoning By-Laws applicable to the lands affected and in the case of any conflict between this By-Law and the Zoning By-Laws, the most restrictive By-Law provision shall apply.

11. **SEVERABILITY**

If any provision or requirement of this By-Law or the application thereof to any person shall to any extent be held to be invalid or unenforceable, the remainder of this By-Law or the application of such provision or requirement to all persons other than those to which it is held to be invalid or unenforceable, shall not be effected thereby and each provision and requirement of this By-Law shall be separately valid and enforceable to the fullest extent permitted by law.

12. **ADDITIONAL SIGN REQUIREMENTS FOR DEFINED AREAS**
12.1 **Hazard and Environmental Protection Zone**

No sign or advertising device of any kind shall be erected upon those parts of Lots 67 or 68, Concession West Hastings, formerly Faraday, now in the town of Bancroft, which is known locally as, “The Eagle’s Nest” and which premises are more particularly shown as “Hazard” lands on Map One of the Town of Bancroft Comprehensive Zoning By-Law No. 27-2006.

SCHEDULE "B"

TO BY-LAW NO. 23-2016

PERMIT FEES

STANDARD APPLICATION FEE: \$25.00 (Non Refundable)

+

\$10.00 PER SQUARE METRE

Note: The Above Fees Do Not Include HST

