
Notice Signs

Procedures and Protocols

Planning Department

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Notice Signs – Procedures and Protocols for:

Official Plan Amendments
Zoning By-Law Amendments
Draft Plan of Subdivisions
Draft Plan of Condominiums
(Common Element and Vacant Land Only)

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CITY OF VAUGHAN SIGN REQUIREMENTS & NOTIFICATION PROTOCOLS

The Applicant is required to install the Official Plan Amendment/Zoning By-law Amendment/Draft Plan of Subdivision/Draft Plan of Condominium (for Common Element and Vacant Land) Notice Sign(s) in accordance with the following requirements:

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 Department.
- 1.2 The 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 **NOTE:** the application(s) will not be considered complete and the processing of the application(s) will not commence until the following have been received:
 - 1.3.1 photographic proof that each sign(s) has/have been installed
 - 1.3.2 the “Sign Declaration” is received to the satisfaction of the Planning Department

2.0 Material and Paint

- 2.1 The Notice Sign(s) shall be constructed of a minimum 20 mm exterior grade plywood panel with horizontal wood stringers to be located behind the top, bottom and centre of the sign panel.
- 2.2 The 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.

3.0 Size

- 3.1 The minimum size of the sign shall be as shown on the “Sign Detail” in Section 10.0, being 2.4 metres wide by 1.2 metres high with a minimum ground clearance of 0.9 metres to a maximum of 1.2 metres ground clearance. The sign is to be mounted to the supports with minimum 12 mm hex bolts and nuts with washers on both sides.

4.0 Sign Supports

- 4.1 The sign supports must be able to sustain the weight of the application sign for a considerable period of time and through various climatic conditions (i.e. heavy 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. Accordingly, concrete footings are recommended to be formed against undisturbed and well drained soil to a minimum depth of 1.3 metres with a compressive strength of 25 mpa at 28 days.

5.0 Location

- 5.1 The sign(s) shall be located 1.5 m from the property line along each street frontage of the

property and midway between the opposing boundaries, and/or as directed by the Planning Department. In addition, a Notice Sign shall be installed on the lands subject to an application where they abut the end of a street located on adjacent lands. The Notice Sign(s) shall be clearly visible and unobstructed from view.

6.0 Wording and Lettering

- 6.1 As part of the application(s) submission package, the applicant shall have completed the proposed wording for the Notice Sign and the maps as shown on the “Sign Detail” in Section 10.0. The proposed wording and map for the notice must be reviewed by the Planning Department. The Planning Department will review and approve or make the necessary changes and/or provide acceptable wording for the Notice Sign(s) to the applicant.
- 6.2 The basic wording details on the “Sign Detail” below must be adhered to, including the following:
- 6.2.1 The type of application and description
 - 6.2.2 A listing of the Owner and Agent, and reference to the City contact phone number and file number(s)
 - 6.2.3 A note at the bottom left hand corner of the sign indicating “Date Sign Installed”
 - 6.2.4 A note across the bottom of the sign that states, “This application is currently under review by the City of Vaughan” in a “red” font colour
- 6.3 The sign(s) shall be professionally lettered or silk-screened with the lettering to be in black on a white background and shall be clearly legible from the street line, as shown in Section 10.0.

7.0 Mapping

The detail to be shown on the Notice Sign map depends on the complexity of the development application. The following provides the details to be shown:

- 7.1 For Official Plan or Zoning By-law Amendment applications not associated with a Plan of Subdivision, and for Common Element or Vacant Land Condominium, the following basic information will be shown on the Notice Sign:
- 7.1.1 subject property outlined in bold and dimensioned (in metric measurement)
 - 7.1.2 distance from the nearest intersection
 - 7.1.3 nearest intersection street names
 - 7.1.4 north arrow
 - 7.1.5 setbacks (all directions) of proposed building envelope(s) from the property boundary (in metric measurement)
 - 7.1.6 proposed building envelope(s)
 - 7.1.7 proposed parking area(s)
 - 7.1.8 location of access points

- 7.2 For Official Plan or Zoning By-law Amendment applications associated with an application for Draft Plan of Subdivision or a Draft Plan of Subdivision Application will require that the following information be shown on the Notice Sign:
- 7.2.1 subject property outlined in bold and dimensioned (in metric measurement)
 - 7.2.2 distance from the nearest intersection
 - 7.2.3 nearest intersection street names
 - 7.2.4 north arrow
 - 7.2.5 show collector roads or main local roads (as applicable)
- 7.3 In addition, the map will show all land uses schematically for all types of development applications using the following colour code **AND** each land use shall be labelled accordingly:

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
Greenbelt	Light Green
Utility	Grey
Mixed Use	Dark Brown

8.0 Removal of and Amendments to Notice Sign(s)

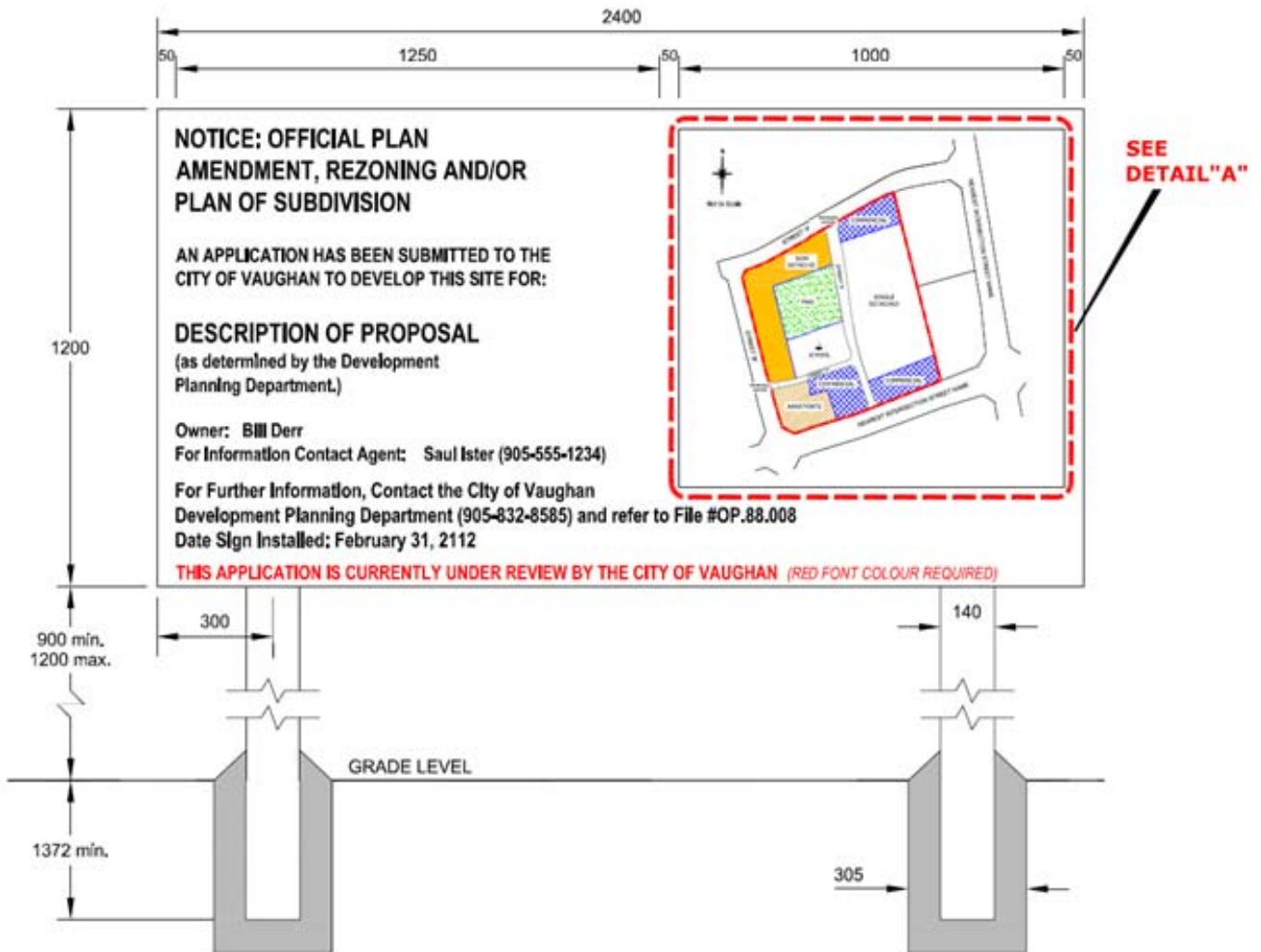
- 8.1 The Notice Sign(s) shall be removed within seven (7) days after any one of the following events:
- 8.1.1 the application(s) is/are approved or refused by Vaughan Council and there is no appeal; or lapses; or is withdrawn
 - 8.1.2 the application(s) is/are approved or refused by the Region of York or the Ontario Municipal Board
- 8.2 The Notice Sign(s) shall be amended accordingly within seven (7) days after any one of the following events:
- 8.2.1 the ownership of the subject lands have changed
 - 8.2.2 if the sign(s) is/are weathered and/or no longer legible

9.0 Sign Policy Amendments

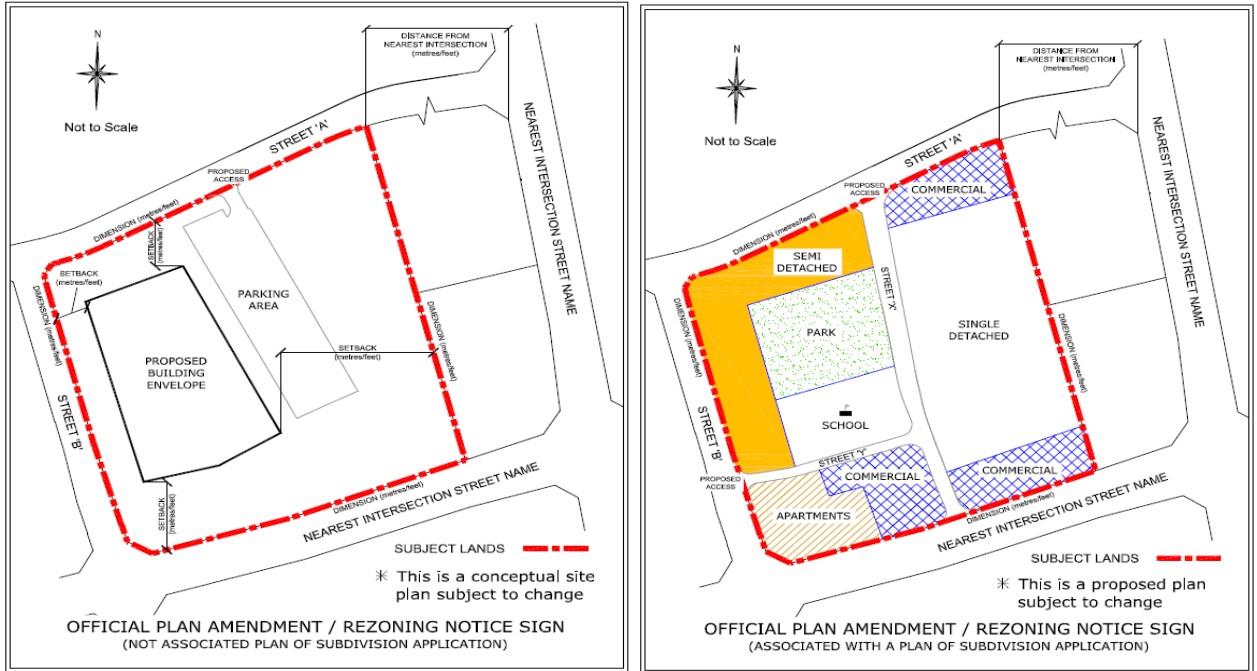
9.1 Where a circumstance exists (i.e. within a residential neighbourhood) that compliance with this sign policy is impractical or not possible, amendments will only be considered provided they are reviewed and approved by the Planning Department.

10.0 Sign Detail

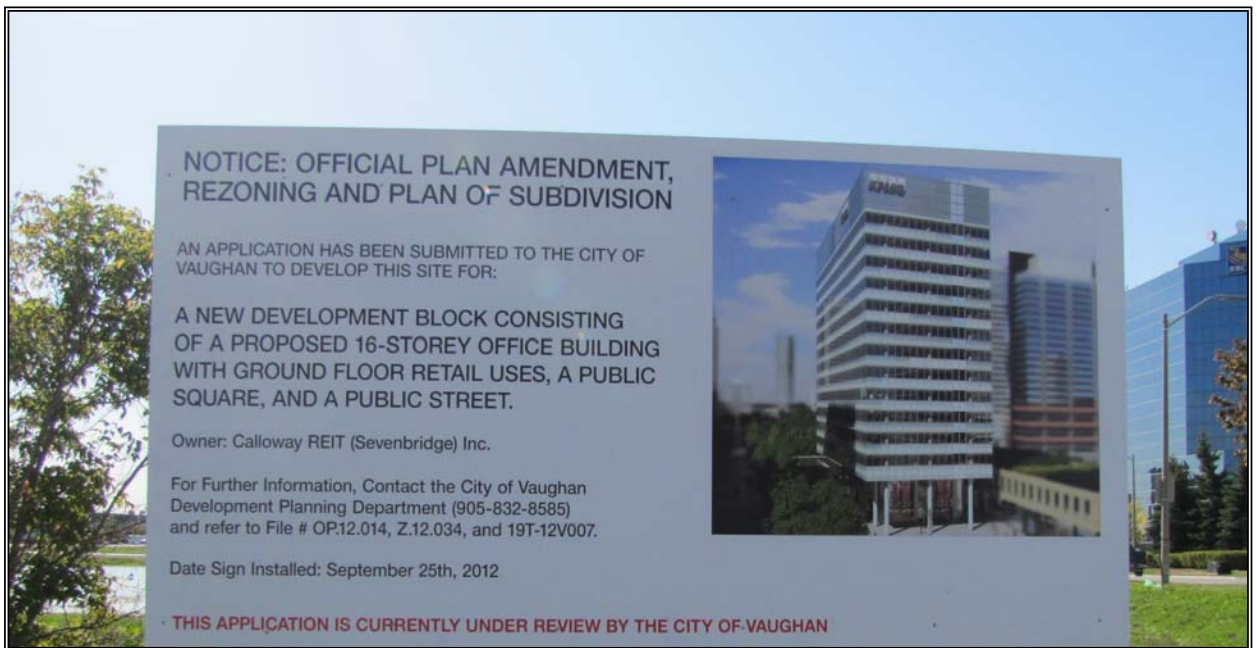
10.1 Below is a dimensioned schematic of a typical Notice Sign:



10.2 Option 1 - Detail "A": Examples of Mapping for Notice Signs



10.3 Option 2 - Detail "A": Example of Coloured Rendering for Notice Signs



A coloured rendering is required in lieu of the standard mapping shown above in paragraph 10.2 for Planning Applications that facilitate the construction of new building(s).

11.0 Notification Protocols

Notification of a planning application (i.e. Official Plan and Zoning By-law Amendment, Draft Plan of Subdivision, and Common Element and Vacant Land Condominiums) requiring a public meeting as required by the Planning Act shall be undertaken in accordance with the minimum requirements prescribed by the Planning Act.

11.1 The Owner/Applicant proposing an Official Plan or Zoning By-law Amendment, Draft Plan of Subdivision, or a Vacant Land or Common Element Condominium shall post a sign on the property in accordance with the procedures and protocols of this document.

11.2 With respect to a public meeting notice for Council's intention to remove an "(H)" Holding Symbol, the Planning Department's "Notice of Council's Intention to Remove the Holding Symbol "(H)"" will be sent to the abutting land owners (shown on City assessment rolls and/or the condominium corporation) and/or anyone that has requested notification a minimum of one (1) week prior to the Council meeting at which the amending zoning by-law will be considered. The notice of intention to remove the Holding Symbol "(H)" is to include an explanation of the effect of the removal of the holding symbol, a description of the subject lands, and a key map showing the subject lands, as stipulated by the Planning Act.

11.3 New Development Areas (Blocks 10, 11, 12, 18, 33W, 39, 40, 47)

11.3.1 At the discretion of the Planning Department, in certain circumstances the hand delivery of notices of a public meeting shall apply in new community areas (including but not limited to Blocks 10, 11, 12, 18, 33W, 39, 40, 47) where dwellings have been constructed and the homeowner(s) has not occupied the dwelling or their name(s) does not appear on the municipal assessment roll at the time when the Notices are required to be mailed in accordance with the requirements of the Planning Act.

11.3.2 The Planning Department shall provide the Owner with an original copy of the Notice and a map illustrating the properties to which a Notice shall be hand delivered by the Owner, or an individual authorized by the Owner, in accordance with the Notification for Planning Applications Protocol.

11.3.3 The Owner shall make the required number of copies of the Notices.

11.3.4 The Owner shall hand deliver (door-to-door) the Notice to each property as directed by the Planning Department and shall ensure that the Notice is:

11.3.4.a placed in an envelope addressed to the "Owner/Occupant". The envelope shall be blank and not bare any company logos

11.3.4.b placed in an area that is clearly visible by the property Owner and protected from the elements (i.e. rain, wind, snow, etc.) including: a mailbox if available, the door handle, between the door and door frame, door threshold, etc.

11.3.4.c delivered a minimum of 20 days prior to the date of the Public Meeting

- 11.4 Upon delivery of the Notices, the Owner shall complete the “Delivery of Notice of a Public Meeting Declaration” and “Schedule 1”, as shown on Appendices II and III, respectively, and return it to the Planning Department within 5 business days of the date that the Notice was delivered.
- 11.5 The hand delivery of Notice of a Public Meeting protocol will be phased out as a new community develops and individual property owners are captured on the City’s assessment rolls.

**Appendix I
SIGN DECLARATION**

- To be completed by the Owner or Authorized Agent -

I hereby certify that the required Notice Sign(s) has/have been installed in accordance with the City of Vaughan Sign Policy. The Notice Sign(s) was/were posted at a prominent location at:

_____ on _____
(provide location and street name) **(date of sign installation)**

Application Number:

- OP. _____ (Official Plan Amendment)
- Z. _____ (Zoning By-law Amendment)
- 19T- _____ (Draft Plan of Subdivision)
- 19CDM- _____ (Common Element and Vacant Land Condominium only)

I agree to maintain the required notice sign(s) in good condition (in both structure and paint work), to the satisfaction of the City of Vaughan throughout 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 Vaughan Council; or lapses; or is withdrawn; or
2. the application(s) is/are approved or refused by the Region of York or the Ontario Municipal Board.

Signature of Owner or Authorized Agent

Name of Signatory (Please Print)

Company

Date

For Office Use Only
Verified by: (to be completed by Staff)
Date

NOTE:

You are required to provide photographic proof of **EACH** installed sign(s).

**Appendix II
DELIVERY OF NOTICE OF PUBLIC MEETING DECLARATION
- To be completed by the Owner -**

I hereby certify that the required Notice(s) of Public Meeting respecting the files identified below has/have been hand delivered door-to-door to the address(s) identified on Schedule 1 to this Declaration 20 days prior the Public Meeting, in compliance with the City of Vaughan Notice of "Notice Signs – Procedures & Protocols". I hereby certify that a copy of the Notice of a Public

Meeting respecting the following File Number(s): _____

i) was/were delivered by: _____
Name of Person(s) (Please Print)

ii) was/were delivered on: _____
Date and Approximate Time of Delivery (minimum 20 days prior to Public Meeting)

iii) was/were delivered: _____
Attach a separate sheet (Schedule 1, as shown on Appendix II) identifying the municipal address(es) of the property(ies) that the Notice of Public Meeting was delivered to. If a municipal address is unavailable, identify the Lot and Plan Number.

Name of Owner: _____
(Please Print)

Signature of Owner: _____

DECLARATION

I, _____ of the _____
of _____ in the _____
of _____, solemnly declare that:

All above statements contained in all of the exhibits transmitted herewith, are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the _____
of _____ in the _____
of _____
this _____ day of _____, 2_____.

SIGNATURE OF OWNER OR AGENT

**LOCATION OF COMMISSIONER OF OATH'S STAMP OR
SIGNATURE**

Personal information on this form is collected under the legal authority of the Planning Act, R.S.O. 1990, Chapter P.13 (as amended) and Regulations thereto. This information will be used to process this application. Questions about this collection of information should be directed to the Office Coordinator, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1 (905) 832-8585.

**Appendix III
DELIVERY OF NOTICES OF PUBLIC MEETINGS
- Schedule 1 -**

The Notice of Public Meeting was delivered to the following municipal addresses and/or Lot and Registered Plan Number. Complete the following or attach a separate sheet.

Address Number	Street Name	Lot Number	Registered Plan