

# Property Maintenance

## Chapter 0754 Signs Other Advertising Devices

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## **Article 1 - Short Title**

### **754.1.1 Citation**

This Chapter may be cited and known as the Sign Regulations By-law.

## **Article 2 - Interpretation**

### **754.2.1 Awning - defined**

"awning" includes a collapsible shelter constructed of metal, canvas or similar materials extending from and attached to a building or place of business and extends over a pedestrian walkway or thoroughfare.

### **754.2.2 Banner sign - defined**

"banner sign" means a long piece of cloth with an advertisement lettered on it.

### **754.2.3 Billboard - defined**

"billboard" means a sign especially for the display of advertising reproduced on paper and from time to time applied to the display surface. By-law 6399-87, January 8, 1987.

### **754.2.4 Election sign - defined**

"election sign" means a sign with an advertisement for any federal, provincial or municipal campaign. By-law 7429-97, June 19, 1997.

### **754.2.5 Flat or wall sign - defined**

"flat or wall sign" means a sign which is painted on or attached to a building wall and extending therefrom not more than one half (0.5) metres.

### **754.2.6 Ground sign - defined**

"ground sign" means a sign affixed to the ground which is supported by two or more uprights or braces in or upon the ground.

**754.2.7 Marquee - defined**

"marquee" means any permanent structure, canopy, or similar device which overhangs the street line more than one half (0.5) metres, other than a sign or an awning.

**754.2.8 Marquee sign - defined**

"marquee sign" means a sign attached to, resting upon or hanging from a marquee.

**754.2.9 Pole sign - defined**

"pole sign" means a sign supported and placed upon a single pole or standard.

**754.2.10 Projecting or awning sign - defined**

"projecting or awning sign" means a sign so constructed and erected as to be attached to a building and projected outwardly.

**754.2.11 Roof sign - defined**

"roof sign" means a sign which is erected, constructed and maintained above the roof of a building.

**754.2.12 Sandwich board sign - defined**

"sandwich board sign" means an A-framed portable sign with an advertisement lettered on it. By-law 7429-97, June 19, 1997.

**754.2.13 Sign - defined**

"sign" means any sign or advertising device, including its structure lettering or design and includes an awning. By-law 6399-87, January 8, 1987.

**754.2.14 Temporary (mobile) sign - defined**

"temporary (mobile) sign" means a sign intended for limited display and includes any and all signs constructed so as to be readily movable from place to place. Except as required in Section 754.3.6, temporary (mobile) signs shall not be erected for a period exceeding 30 days in any calendar year per business. By-law 7149-94, July 13, 1994.

**Article 3 - General Provisions**

**754.3.1 Signs - compliance - Chapter - required**

No person shall erect, display, alter or cause to be erected, displayed or altered a sign within the City of Woodstock except in accordance with this Chapter. (See Set Fine)

**754.3.2 Non-compliance - removal - by City - owner's expense**

Any sign that is erected or displayed in contravention of this Chapter may be pulled down or removed by the City at the expense of the owner of the sign.

**754.3.3 Non-compliance - rectified - 48 hours - notice**

Any person who has caused a sign or other advertising device to be erected,

displayed or altered without first having obtained a permit to do so or having obtained a permit has caused a sign or other advertising device to be erected, displayed or altered contrary to the approval plans in respect of which the permit was issued, shall make such sign comply with this Chapter or shall remove such sign within forty-eight (48) hours of notice of the contravention being posted at the premises where the sign is located.

**754.3.4 Signs - painted - on building - fence - prohibited**

No person shall paint a sign on the surface of a masonry, concrete or frame building wall or on a fence.

**754.3.5 Signs - Canadian - Ontario government**

Signs maintained by the Government of Canada or any of its agencies, the Province of Ontario or any of its agencies, or The Corporation of the City of Woodstock are exempt from the provisions of Section 754.3.4. By-law 6399-87, January 8, 1987.

**754.3.6 Signs - residential zones - regulated - Zoning By-law**

Notwithstanding any other Section of this Chapter, signs may not be erected or maintained in residential zones as defined in the Zoning By-law, except as is specifically permitted by that by-law, or under any development agreement entered into with The Corporation of the City of Woodstock under the *Planning Act*. Signs may be erected in residential zones for the purpose of advertising an event such as birthdays, graduations and congratulations, provided the signs are not erected in a sight triangle as defined in the Zoning By-law, on public property, nor in any location, in the opinion of the Engineer, which may cause traffic sight-line problems. These signs shall not be erected for a period exceeding seven days. By-law 6399-87, January 8, 1987; By-law 7149-94, July 13, 1994.

**754.3.7 Signs - maintained - safe condition - location**

Every sign in the City of Woodstock shall be maintained in a safe condition and location.

**754.3.8 Removal - within 30 days - cessation of activity**

A sign shall be removed within thirty days of the cessation of the business or activity for which it was erected. By-law 6399-87, January 8, 1987.

**754.3.9 Sandwich board sign - illumination - animation**

Sandwich board signs shall not be illuminated or animated.

**754.3.10 Sandwich board sign - one per property**

One sandwich board sign per property shall be permitted on that portion of the sidewalk fronting the advertising business.

**754.3.11 Sandwich board sign - hours of display**

Sandwich board signs shall be displayed during business hours only not to exceed the hours of between 9:00 a.m. to 9:00 p.m.

**754.3.12 Sandwich board sign - owner identification**

Sandwich board signs shall display the name and telephone number of the business.

**754.3.13 Sandwich board sign - location**

Sandwich board signs shall be located between two feet and four feet from the curb and shall not be permitted to be in sight triangles, as defined by the Zoning By-law, or in any location deemed to constitute a hazard by the City Engineer. By-law 7429-97, June 19, 1997.

**754.3.14 Sandwich board sign - permit required**

Sign permits shall not be required for sandwich board signs. By-law 7604-99, September 16, 1999.

**754.3.15 Election sign - exemption**

Election signs shall be exempt from all regulations under this Chapter except that election signs shall not be located in a sight triangle as defined by the Zoning By-law or in any location deemed to constitute a hazard by the City engineer.

**754.3.16 Election sign - flashing lights - animation – prohibited**

Election signs shall not incorporate any flashing light or animation and shall be removed not later than 72 hours following Election Day.

**754.3.17 Election sign - permit not required**

Sign permits shall not be required for any election signs. By-law 7429-97, June 19, 1997.

**Article 4 - Permit - Requirements**

**754.4.1 Requirements - set out**

Signs may be erected, displayed, altered or repaired only after the conditions set out in Sections 754.4.2 through 754.4.6 inclusive have been met. Plans and permits are not required for signs advertising events as described in Section 754.3.6. By-law 6399-87, January 8, 1987; By-law 7149-94, July 13, 1994.

**754.4.2 Plans - submitted - to Chief Building Official**

Plans of the sign, in a form satisfactory to the Chief Building Official must be submitted to the said Official and comply with the regulations of this Chapter and O.Reg 403/97 of the *Building Code Act, 1992*, c.23, before a sign may be erected, displayed, altered or repaired.

**754.4.3 Plans - approved - permit - issued**

The plans submitted under Section 754.4.2 must be approved by the Chief Building Official and a permit certifying such approval must be issued, before a sign may be erected, displayed, altered or repaired.

**754.4.4 Fee - required - paid**

The fee as set out in By-law 6324-86, in Schedule 'A' must be paid, before a sign may be erected, displayed, altered or repaired.

**754.4.5 Other by-laws - contravention - prohibited**

The erection, alteration, display or repair of the signs must not contravene any other by-law of the City of Woodstock.

**754.4.6 Indemnification bond - required - Schedule 'A'**

The bond of indemnity in the form set out in Schedule 'A' to this Chapter must be executed by the applicant before a sign may be erected, displayed, altered or repaired.

**754.4.7 Erection - in accordance - with plans**

Any sign erected, displayed or altered pursuant to Sections 754.4.1 through 754.4.6 inclusive, shall be erected in accordance with the plans approved under said Sections.

**754.4.8 Commencement - completion - notice - required**

The Chief Building Official shall be notified when the approved activity under Sections 754.4.1 through 754.4.6 inclusive is commenced and when it is completed.

**754.4.9 Inspections - location - prior to pouring base**

The sign being so erected, displayed or altered shall be subject to inspections of:

- a. location; and
- b. before base is poured, by the Chief Building Official or his/her agent.

**754.4.10 Failure to notify - permit revoked**

Failure to notify the Chief Building Official shall cause the permit granted under Sections 754.4.1 through 754.4.6 inclusive to be revoked.

**Article 5 - Location - Height**

**754.5.1 Obstruction - fire escapes - other - prohibited**

No sign shall be erected in such a manner as to obstruct a fire escape, required parking space without proper clearances, window or door, nor shall any sign be attached to a fire escape.

**754.5.2 Obstruction - view of traffic - prohibited**

No sign shall be placed in the location which obstructs the view of traffic, or a traffic signal light or interferes with the efficient operation of a traffic signal light.

**754.5.3 Erection - specific locations - approval required**

No sign shall be erected or located on property owned by The Corporation of the City of Woodstock, a proposed road widening as set out in Schedule 'B' to this Chapter or site triangles as contained in the Zoning By-law for the City of

Woodstock, except where the express permission of the Council of the City of Woodstock is obtained.

**754.5.4 Height - specific locations - restricted - 0.5 metre**

No person shall erect, display or alter a sign which extends more than one-half (0.5) metre over property owned by The Corporation of the City of Woodstock or over a proposed road widening as set out in Schedule 'B' to this Chapter and contained in the Zoning By-law for the City of Woodstock.

**754.5.5 Projection - specific locations - 2.5 m above grade**

No sign that projects over property owned by The Corporation of the City of Woodstock or a proposed road widening as set out in Schedule 'B' to this Chapter and contained in the Zoning By-law for the City of Woodstock, or a pedestrian walkway shall be located such that the lowest part of the sign is less than two-and-one-half (2-1/2) metres above grade level.

**754.5.6 Projection - 5 m above grade - required - alleyways**

No sign that projects over an alleyway shall be located such that the lowest part of the sign is less than five (5) metres above the grade level.

**754.5.7 Billboards - height - 11 metres - maximum**

Billboards shall not be erected, displayed or altered to a height of more than eleven (11) metres above grade level. By-law 6399-87, January 8, 1987.

**754.5.7.1 Billboards - location requirements - restrictions**

No billboard sign shall be permitted anywhere within the City except on a lot within a manufacturing zone or commercial zone as defined in the Zoning By-law and such lot abutts the right-of-way of any of the following streets:

- a. Athlone Avenue
- b. Dundas Street from the westerly City limits to Ingersoll Road
- c. Dundas Street from Norwich Avenue to the easterly City limits
- d. Ingersoll Road from Dundas Street to the City limits
- e. Juliana Drive from Norwich Avenue to Parkinson Road
- f. Mill Street from Highway 401 to Athlone Avenue
- g. Parkinson Road from Springbank Avenue to the easterly City limits
- h. Wilson Street from Henry Street to Hounsfield Street.

And further no billboard sign shall be erected:

- a. within 120 metres of any other billboard, unless such other billboard is erected on the lot fronting the opposite side of the street and situated in such a manner that it is not oriented to the same traffic as the proposed billboard
- b. within 9.0 metres of the intersection of any street lines
- c. within 15 metres of any residential zone
- d. within 30 metres of any other ground or pole sign erected on the same lot
- e. unless in compliance with Ontario Ministry of Transportation setbacks from Highway 401.



Billboard locations shall comply to the setback requirements of buildings for the applicable zone in accordance with the City of Woodstock Zoning By-law. By-law 7429-97, June 19, 1997.

**754.5.8 Ground signs - height - 11 metres - maximum**

Ground signs shall not be erected, displayed or altered to a height of more than eleven (11) metres above the grade level with the exception of ground signs erected between a point 402 metres from a line projected along the northerly limits of the Highway 401 property limits to a point 550 metres from the said line which may be 30 metres above grade level. By-law 6399-87, January 8, 1987; By-law 6922-92, February 20, 1992.

**754.5.9 Projecting - awning signs - extension - restricted**

Subject to Sections 754.5.4 and 754.5.5, the outer edge of a projecting sign shall not extend more than three (3) metres out from the building to which it is fastened

**754.5.10 Marquee sign - height - projection - restricted**

The height of a marquee sign shall be limited to one-fifth (1/5) of the length of the front of the marquee, but in no case more than two (2) metres high, nor shall such sign project below the fascia of the marquee.

**754.5.11 Marquee sign - extension - restricted**

The marquee sign may extend the full length of a marquee but in no case shall such sign project beyond the ends of the marquee.

**754.5.12 Roof sign - height - 11 metres - maximum**

No roof sign shall be erected to a greater height than eleven (11) metres above the roof immediately beneath the sign.

**754.5.13 Roof sign - clearance - 1 metre - minimum**

The clearance between the lower edge of the sign and the roof beneath shall not be less than one (1) metre and the clearance from any other structural part of the building upon which the sign is constructed shall not be less than one (1) metre.

**754.5.14 Awning - extension - 3 metres - maximum**

The outer edge of an awning shall not extend beyond three (3) metres from the building to which it is fastened.

**754.5.15 Awning - distance from curb - restricted**

No awning shall extend closer to the curb of the roadway than to a point one (1) metre from a line drawn in a vertical plane from the curb of the roadway.

**754.5.16 Awning - advertising - other attachments - restricted**

No awning shall bear any advertising device, or legend nor shall it bear any illuminating device or any other attachment of any kind other than that actually required for the operation of the awning, except the name, address and type of

business of the occupant or owner of the business or shop to which the awning is attached, which shall be printed or painted, such printing or painting is not to exceed one hundred and fifty (150) millimetres in height. By-law 6399-87, January 8, 1987.

**754.5.17 Sandwich board sign - heights - width – maximum**

Sandwich board signs shall not exceed a maximum height of 3.5 feet and a maximum width of 2 feet. By-law 7429-97, June 19, 1997.

**Article 6 Temporary - Mobile Signs**

**754.6.1 Permission - Chief Building Official - required**

No person shall paint, paste or otherwise fasten any advertisement or notice of any kind whatsoever or erect or maintain a temporary (mobile) sign until such person has first obtained, upon application, the permission of the Chief Building Official.

**754.6.2 Trailer - type sign - general restrictions**

Permits issued for trailer type temporary (mobile) signs shall carry the restriction that no flasher lights (switching of lights rapidly on an off) of any kind shall be permitted nor shall such trailer type temporary (mobile) sign be placed on any public property or in such a manner as in the opinion of the Engineer may create traffic sight problems.

**754.6.3 Erection - on proposed road widenings - conditions**

Temporary (mobile) signs shall be permitted on proposed road widenings as set out in Schedule 'B' to this Chapter, such that the said sign does not create a traffic hazard or hindrance subject to approval from the Engineer.

**754.6.4 Removal - upon expiry of permit**

Upon the expiry of the period authorized on the permit, the person to whom the permit was issued shall forthwith remove the temporary (mobile) sign. By-law 6399-87, January 8, 1987.

**754.6.5 Non-residential area - set out - prohibited**

Temporary (mobile) signs shall not be permitted on any non-residentially zoned property in the area bounded by Vansittart Avenue/Broadway Street on the west, Main Street/Hounsfield Street on the south, Huron Street/Wilson Street on the east and Canterbury Street/Buller Street on the north. By-law 7149-94, July 13, 1994.

**Article 7 - Enforcement**

**754.7.1 Fine - for contravention**

Every person who contravenes any of the provisions of this Chapter is guilty of an offence and upon conviction is liable to a fine or penalty as provided in the

*Provincial Offences Act. By-law 7139-94, June 2, 1994.*

**754.7.2 Separate offence - daily**

Each day a violation of this Chapter continues shall constitute a separate and distinct offence under this Chapter.

**Article 8 - Repeal**

**754.8.1 By-law - previous**

By-law 5870-81 is hereby repealed. By-law 6399-87, January 8, 1987.

**Schedule**

**Schedule 'A' - Indemnification - form**

Bond Of Indemnity For A Sign Permit

Name: \_\_\_\_\_  
owner of sign(s)

Address: \_\_\_\_\_

Of the City of \_\_\_\_\_ agrees that in consideration of being permitted to place and maintain a sign that shall be designed and erected as per the sign by-law and the Building Code, O.Reg 419/86, R.S.O. 1980 section 3.8 and any amendments thereto, (1) \_\_\_\_\_ long and \_\_\_\_\_ wide, (2) \_\_\_\_\_ long and \_\_\_\_\_ wide, and which has been properly and securely placed and fastened to the satisfaction of the Chief Building Official.

The Said \_\_\_\_\_ further agree(s)  
(owner)

on behalf of himself (or themselves, their administrators and assigns) that during the occupancy of the said premises he (or they) will save harmless and indemnify The Corporation of the City of Woodstock from and against all losses, damages, costs, charges and expenses which may be claimed or recovered against the Corporation by any person or persons arising out of the placing and maintaining of such sign so placed or in any matter relating thereto.

Temporary (Mobile) Signs shall not display flasher lights as per Sign By-law #\_\_\_\_\_. The authorized period for temporary signs is 30 days at \_\_\_\_\_ which time the person to whom the permit(s) was issued shall forthwith remove the temporary sign.

WITNESS:  
\_\_\_\_\_

OWNER:  
\_\_\_\_\_

Dated at Woodstock, Ontario this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_\_

Location of Sign: \_\_\_\_\_  
(address)

Name on Sign: \_\_\_\_\_

Banner: \_\_\_\_\_

Roof: \_\_\_\_\_

Projecting: \_\_\_\_\_

Temporary (Mobile): \_\_\_\_\_ Ground: \_\_\_\_\_ Pole: \_\_\_\_\_

FEE RECEIVED: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

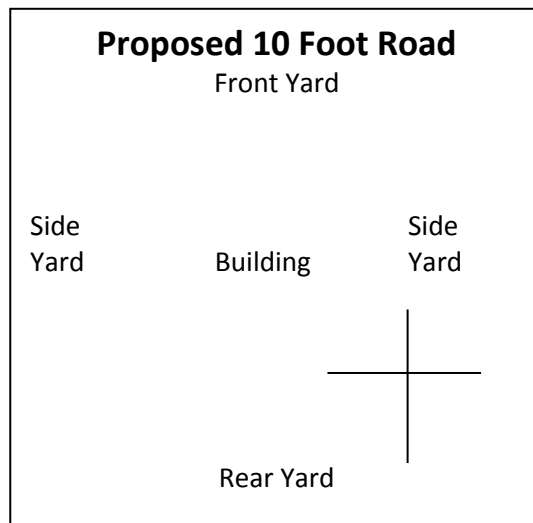
DATE FEE RECEIVED: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_



Wording of Sign

Location Of Sign

Street Name



By-law 6399-87, January 8, 1987; Schedule 'A'.

## **Schedule 'B' - Proposed Road Widenings**

The planned width of the following streets within the City of Woodstock is twenty-six (26) metres.

- 1) Athlone Avenue from Mill Street to 900 metres easterly.
- 2) Beards's Lane from Parkinson Road to Dundas Street.
- 3) Bower Hill Road from Mill Street to the westerly City Limit.
- 4) Cedar Street from Norwich Avenue to Wilson Street.
- 5) Devonshire Avenue from Vansittart Avenue to the easterly City Limit.
- 6) Dundas Street from Chapel Street to 220 metres east of Springbank Avenue.
- 7) Dundas Street from Mill Street to the westerly City Limit.
- 8) Finkle Street from Parkinson Road to Henry Street.
- 9) Henry Street from Wellington Street to Wilson Street.
- 10) Huron Street from Devonshire Avenue to Dundas Street.
- 11) Ingersoll Road from Dundas Street to the westerly City Limit.
- 12) Lansdowne Avenue from Devonshire Avenue northerly to the City Limit.
- 13) Mill Street from Dundas Street to Athlone Avenue.
- 14) Norwich Avenue from Parkinson Road to Cedar Street.
- 15) Parkinson Road from Mill Street to the easterly City Limit.
- 16) Springbank Avenue (formerly Revell Avenue) from Dundas St. to James Street
- 17) Springbank Avenue (formerly Clarke St.) from Parkinson Rd to Juliana Drive
- 18) Vansittart Avenue from Devonshire Avenue to northerly City Limit.
- 19) Wellington Street from Devonshire Avenue to Main Street.
- 20) Wilson Street from Dundas Street to Henry Street.

By-law 6399-87, 8 January, 1987; Schedule 'B'.