

Introduction

A Public Notice sign must be posted on the subject property for *Planning Act* applications pertaining to:

- Official Plan Amendments
- Zoning By-law Amendments
- Draft Plan of Subdivisions
- Draft Plan of Condominium (Vacant Land)

Official Plan Amendment applications for Urban Boundary Expansions are to follow the [Framework for Processing & Evaluating Urban Boundary Expansion Applications](#).

The Applicant is responsible to:

- Obtain the sign template and sign wording from the assigned Planner.
- Arrange to have the sign fabricated by a professional sign company at the applicant's expense.
- Ensure the sign is installed on the property by the deadline.
- Submit the Public Notice sign declaration to the assigned Planner.
- Maintain the sign throughout the application process, including any necessary revisions to the sign.
- Remove the sign at the end of the application process.

NOTE: The sign is not to be posted until the sign wording is provided by the Planning Division.

Specifications

All signs are to be produced to a high quality standard and prepared by a professional sign company. It is the applicant's responsibility to arrange to have the sign fabricated and installed at their own expense. Any updates to the information on the sign throughout the process are to be done in the same high quality, professional manner (e.g. decal sticker) at the applicant's expense. Updated information on the sign that is taped on or handwritten is not acceptable.


On those occasions where a public meeting must be rescheduled the applicant shall be responsible for posting a new public meeting date and submitting proof thereof.

Size of Sign

- Sign board is to be 1.2 metres x 2.4 metres (4 feet x 8 feet).
- Sign to be produced using full colour in accordance with the specifications.

Public Notice

A change is proposed in your neighbourhood



Inquiries Refer to File: Insert File No(s)

Subject Lands: [Insert Address(es)]

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Applicant Proposal

The above image is representative of the proposed development and may change through the application process.

Date:

For more information about this application, including appeal rights and when additional information and material will be available to the public for inspection, contact [Insert Planner Name at email and phone number]

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Have Your Say!

Public Meeting

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Planning Committee

[Insert Date]

9:30a.m.

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Hamilton City Hall

Council Chambers, 2nd Floor

71 Main Street West, Hamilton

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1

Inquiries reference file number(s)

Text: Right Justified

Arial Narrow Bold, 140pt, RGB: 11,48,79

2

Subject Lands Address

Text: Arial Narrow Bold, 150pt, RGB: 11,48,79

3

Applicant Information

Text: Arial Narrow, 120pt, Black

4

Proposal Details

Text: Arial Narrow, 120pt, Black

5

Image of Proposal

Rendering or conceptual plan of what is being proposed. (image size approx. 23" x 18")

Image Date:

Arial Bold, 75pt, white

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Date Information

Type of Meeting Text:

Arial Narrow, 180pt, RGB: 11,48,79

Date and Time Text:

Arial Narrow Bold, 180pt, RGB: 11,48,79

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Location Information

Location Name:

Arial Narrow Bold, 180pt, RGB: 11,48,79

Address:

Arial Narrow, 180pt, RGB: 11,48,79


Fonts

Arial Bold


Arial Narrow

Arial Narrow Bold

Colours



CMYK: 100, 80, 43, 38
RGB: 11, 48, 79



CMYK: 18, 0, 2, 0
RGB: 204, 235, 245

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Sign Wording

The assigned Planner will prepare the Public Notice sign template and insert the information specific to the applicant's planning application. The project description will include a brief description of the proposal and be written using plain language.

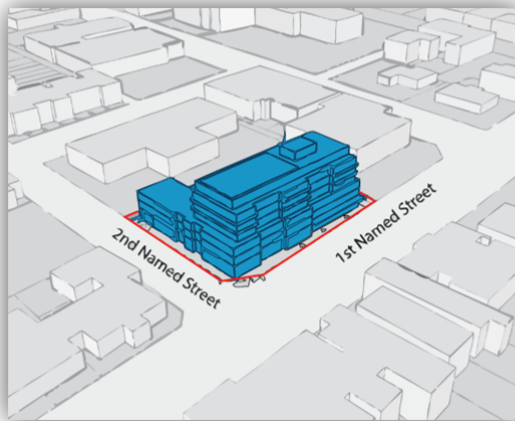
The sign template wording shall not be revised by the applicant or sign maker unless approved by the assigned Planner.

Image Requirements

A three-dimensional image is to be included on the sign, where applicable. The purpose of the three-dimensional massing image is to show the proposed development within its neighbouring context and illustrate the development's impact to the existing neighbourhood or surroundings. The applicant is required to prepare the three-dimensional massing image following the requirements below.

Standard Requirements:

- The massing model must be dimensionally accurate.
- Image must be submitted in a PNG format of a high resolution.
- The image cannot be distorted or skewed.
- The image will show a Birdseye view, and include the following:
 - the parcel fabric of the subject site and surrounding neighbourhood context, as well as three-dimensional massing of existing buildings shown in grayscale;
 - the adjacent street names labelled in black;
 - the property line of the subject lands outlined in red;
 - the proposed building showing basic massing with clearly delineated storeys shown in blue. Where townhouses are proposed, linework should demarcate the individual units.



Fonts

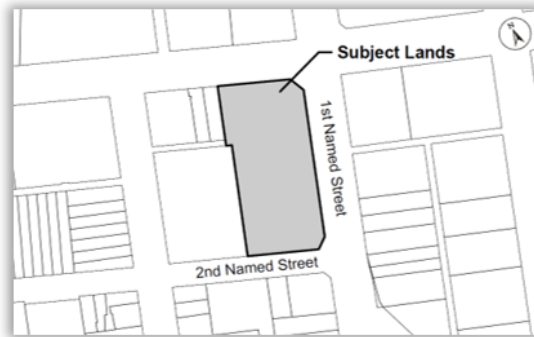
Arial Bold – street names

Colours

- Proposed Development
CMYK: 98, 24, 0, 3
RGB: 0, 125, 186
- Property Lines
CMYK: 0, 100, 100, 25
RGB: 192, 0, 0

Location Map Requirements

If the planning application does not include physical development of the property (i.e. Official Plan policy change) then a three-dimensional massing image is not required. In this instance, a location map is to be inserted on the Public Notice sign. Applications for Draft Plan of Subdivision or Vacant Land Condominium will only require a location map to be provided on the Public Notice sign.



Location Map / Inset Map

Sign Posting

In accordance with the regulations of the *Planning Act*, the sign must be clearly visible and legible from a street or other place to which the public has access, at every separately assessed property within the subject land or, if posting on the property is impractical, at a nearby location chosen by the City Clerk. Contact the assigned Planner with any questions related to the specifics of the sign posting requirements.

Number of signs

- One sign for each assessed property within the subject land.
- For a lot with more than one street frontage, one sign shall be installed facing each abutting street.

Location and Installation

Signs, including any supporting structure, are to be installed on private property and must be:

- Installed in a location that is clearly visible and legible.
- Located a maximum of 3.0 metres (10 feet) from the property line.
- Located a minimum of 5.0 metres (16.5 feet) from a driveway access point.
- Located midway between the side lot lines, where feasible.
- Unobscured by vegetation or other structures.
- Mounted at a height that ensures the top of the sign is no higher than 2.0 metres (6.5 feet) above grade to ensure the sign is at eye-level.

Signs shall not be installed within the municipal right-of-way (including sidewalk and boulevard) or obstruct the movement or visibility for pedestrians or motorists.

Signs are to be installed / fastened on a secure base and may be affixed to existing buildings, structures, or fences. Signs cannot be affixed to trees.

Signs must be erected no later than 7 days from the date the 'Notice of Complete Application' is sent to the Applicant.

Proof of Installation - Declaration

The Applicant is responsible to provide a Declaration confirming that the sign(s) have been installed. The Declaration is to include the following information:

- The date the sign(s) was installed;
- The number of signs installed;
- A statement indicating the sign(s) was installed in accordance with the 'location and installation' requirements above;
- A statement indicating the Applicant is responsible to update and maintain the sign(s) until a Decision has been made; and,
- Accompanied by a legible photograph(s) of the sign(s) posted on the subject land(s) to ensure compliance with the Sign Posting 'location and installation' requirements.

The Declaration must be emailed to the assigned Planner within 5 days of the sign being installed.

Failure to provide proof of sign installation will result in a delay with processing the application or proceeding to a Public Meeting.

Sign Removal

The sign(s) is to remain posted until a decision has been made on the application. The applicant is responsible to remove the sign within 30 days following Council's decision, or a decision of the Ontario Land Tribunal, whichever is applicable.

If the sign is not removed within the timeframe the City is authorized to enter the land and remove the sign at the Owner's expense.

Please direct any questions related to this guide to Planning Division General Inquiries email pdgeninq@hamilton.ca.