



Notice Posting Policy

A. Purpose

The Notice Posting Policy is intended to provide the requirements for posting notice and the process by which the posting of notice signs related to planning applications is to be carried out.

B. Definitions

“Notice Sign” refers to both *“Notice for Committee of Adjustment Applications”* and *“Notice for Planning Applications.”*

“Notice for Committee of Adjustment Applications” refers to notices for applications of minor variance and/or consent.

“Notice for Planning Applications” refers to notices for applications for Official Plan Amendments, Zoning By-law Amendments, and Plans of Subdivision/Condominium, erected in accordance with “Appendix 2”.

“Photographic Proof” refers to a dated photograph of the Notice Sign placed on the relevant property. The photograph should be taken from the road and provide evidence that the notice is completely visible from the road and is not interfered with by any surrounding objects.

“Posting” means the erecting of a sign on a property to display a public notice of a planning application to the public.

D. General

This Policy shall be administered by the Department of Planning & Community Development.

This Policy shall be referred to as the “Notice Posting Policy”.

This Policy shall come into force and effect on the day of passage.

D. Authority

The authority for the Notice Posting Policy is through the endorsement of the Department of Planning & Community Development and by the approval of the Council of the Town of Penetanguishene.



ATTACHMENT A PROCEDURES FOR THE NOTICE POSTING POLICY

1) General

- (a) Notice Sign(s) must be posted in accordance with the provisions as outlined in the *Planning Act*, R.S.O. 1990, Chapter P.13.
- (b) Notice Sign(s) will be posted by the applicant, in accordance with the provisions in this policy and will be removed by the applicant upon expiry of the appeal period.

2) Timing

- (a) Notice Sign(s) must be installed within fourteen (14) days after the date on which the complete application was received by the Planning and Community Development Department or at the direction of the Planning and Community Development Department.
- (b) The applicant/owner must obtain approval from the Planning and Community Development Department of the proposed wording of the Notice for Planning Application prior to having the sign constructed.
- (c) If the Notice Sign(s) is damaged or removed from the subject lands, the owner/applicant is required to replace the sign within ten (10) days from notification by the Planning and Community Development Department.

3) Notice Location

- (a) The applicant is directed to post the Notice Sign(s) in a location that will be clearly visible to the public.
- (b) The location of each Notice Sign will depend on the surrounding structures on the property and the lot itself. The Notice Sign(s) shall be clearly visible from the abutting road and posted in such a manner so that no information on the notice is obstructed from public view due to blockage by vegetation, fencing or any other structures. The notice should be accessible to the public in order to provide an opportunity for the public to view the information and contact phone number provided on the notice in the event they would like to inquire further.
- (c) For corner lots, one Notice Sign should be posted on each yard which abuts a road so that the notice is visible from each road.



- (d) If the Notice Sign cannot be posted on the frontage of the subject property, it may be posted on the exterior of a building as long as the Notice Sign is still legible from the roadway.
- (e) Failure to post and maintain the Notice Sign as required will result in a deferral of the application.
- (f) In all cases, should the Notice Sign be found missing or damaged, the applicant must contact the Department of Planning & Community Development to advise that the Notice Sign is absent, and immediately order or request a replacement. The absence of the sign may result in a deferral of the application.

4) Removal of Notice

- (a) Notice Sign(s) shall be removed from the property by the applicant within seven (7) days after any one of the following events:
 - i) the application(s) is/are approved or refused by the Town of Penetanguishene and there is no appeal; or lapses, or is withdrawn; or,
 - ii) the application(s) is/are approved by the County of Simcoe and/or the Ontario Municipal Board.
 - iii) Notice Sign(s) shall be amended accordingly within seven (7) days in the event that the ownership of the subject lands have changed and/or if the sign(s) is/are weathered and/or no longer legible.

5) Terms for Notice Posting Process

- (a) The applicant must post Notice Sign(s), provide photographic proof that the Notice Sign has been posted, and provide an original signed copy of the "Sign Declaration" as shown in Appendix 1. Failure to do so will result in the deferral of the application to the next applicable meeting date.

Applicants will deliver, fax or e-mail photographic proof to the following address by the date listed on Appendix 1:

**Attention: Department of Planning and Community Development
Town of Penetanguishene
P.O. Box 5009, 10 Robert Street West
Penetanguishene ON
L9M 2G2
Telephone: (705) 549-7453
Fax: (705) 549-3743
planning@penetanguishene.ca**



**APPENDIX 1
SIGN DECLARATION**

The applicant must post Planning Application notice(s), send photographic proof that the notice has been posted, and provide an original signed copy of this Sign Declaration to the Department of Planning and Community Development by the date indicated below:

_____ **(To be completed by staff)**

Failure to do so will result in the deferral of the application to the next applicable meeting date.

Acknowledgement

I _____ (Print Full Name),

Applicant of planning application(s): _____ (File Number(s)), have read the above Notice Posting Policy and fully understand this policy and my responsibilities. I further acknowledge and agree that I am responsible for the placement of the Notice Sign(s), and replacement of the notice should it become lost or damaged and am also responsible for the removal of the notice upon expiry of the appeal period.

Signature Date

Please deliver, fax or e-mail photographic proof to the following address by the date indicated above to:

**Attention: Department of Planning and Community Development
Town of Penetanguishene
P.O. Box 5009, 10 Robert Street West
Penetanguishene ON
L9M 2G2
Telephone: (705) 549-7453
Fax: (705) 549-3743
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APPENDIX 2 NOTICE SIGN FOR PLANNING APPLICATIONS SPECIFICATIONS



Sign Dimensions: 1.2 m (4 ft) wide by 1.2 m (4 ft) tall

Sign Composition: ½ inch sturdy weather resistant material. **Corrugated Plastic (coroplast) is preferred**, wood, aluminum.

Location: Please see above policy regarding location specifics. Please also note that signs must be set back at least 1.5 metres (5 feet) from the property line, unless doing so causes the sign to be in any way obstructed.

Font: Arial Only. No font size smaller than 20. “Notice of Planning Application” heading shall be of sufficient size to be the prominent feature on the sign.

Ground Clearance (height between average grade and bottom edge of sign):
0.6 metres (2 ft) to 1.2 metre (4 ft)



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Town of Penetanguishene
February 11, 2015