



Sign Permit Application, Requirements and Regulations
Application for Development Permit (Signage)
Application Fee - \$25.00 to be accompanied with the application.

 (Print Family Name) (Usual First Name & Initials)

 (Name of Company)

 (Full Address) (Postal Code)

 (Phone Number) (E-mail)

I hereby make application to erect, display and maintain the below described sign under the regulations and/or guidelines of the Town of Digby's Land Use By-Law and other applicable By-laws.

Name of street on which the sign is to be located _____

Type of business to be advertised _____

Type of Sign: (select all that apply)

- | | | |
|---|--|--|
| Canopy / Awning Sign <input type="checkbox"/> | Ground Sign <input type="checkbox"/> | Illuminated Sign <input type="checkbox"/> |
| Projecting Wall Sign <input type="checkbox"/> | Off Premises Sign <input type="checkbox"/> | Reader Board Sign <input type="checkbox"/> |
| Sandwich Board Sign <input type="checkbox"/> | Facial Wall Sign <input type="checkbox"/> | |

To be erected on property owned by _____

(If sign is to be erected on property not owned by applicant, written approval from the property owner must accompany the application)

Sketch of sign required with actual wording; (use separate sheet if necessary)

Include a diagram(s) where applicable which depicts:

- The dimensions of the sign and name of the manufacturer as well as the materials used in the manufacturing of the sign.
- Distance from edge of street, and distance from intersection and distance from bottom of sign from the ground/ street/sidewalk in feet/metres
- The dimensions and materials of the support structure and the concrete footing. (No back bracing is allowed.)

Dated at _____ this _____ day of _____ 20__

 Signature of Applicant

Application Recommended for Approval Not Recommended for Approval

 Date: _____



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DEVELOPMENT PERMIT (SIGNAGE) APPLICATION REQUIREMENTS

The application must be completed in full and the permit fee must accompany the Permit Application. No application will be considered unless permit fee accompanies application.

Off Premises Sign – no application will be approved for an off premises sign unless written confirmation from the property owner accompanies the application.

Sandwich Board Sign – no application will be considered or approved unless application is accompanied by an insurance certificate from the commercial enterprise or vendor that shall indemnify, defend and hold harmless the Town of Digby, its officers, agents or employees from any loss, claim, damage, judgement, cost and expense, including reasonable legal fees, of any claims arising out of or in relation to the signage.

Canopy / Awning Sign – no application will be approved unless the sign, awning or other structure that encroaches upon the air space above a street or sidewalk or other municipally owned property is erected more than 2.44 meters (8ft) from the street or sidewalk surface to the base of the sign.

Ground Sign – a ground sign application must include a diagram(s) that depicts:

- The dimensions of the sign and name of the manufacturer as well as the materials used in the manufacturing of the sign.
- Distance from edge of street, and distance from intersection and distance from bottom of sign from the ground in feet/metres
- The dimensions and materials of the support structure and the concrete footing. (No back bracing is allowed.)

A development permit will not be issued for a ground sign to be located on public property or public right-of-way, unless erected by a governmental body, or unless required to be so located by order of a governmental body, but no sign located on public property or a public right-of-way shall bear any commercial advertising.

Reader Board Sign – A development permit will not be issued for a reader board sign where the manner of illumination obstructs the vision of drivers, either when leaving a roadway or effectiveness of any traffic sign or control device on public streets and roads; and/or which make use of words such as "STOP", "LOOK", "ONE WAY", "DANGER", "YIELD", or any similar words, phrases, symbols, lights, or characters in such manner as to interfere with, mislead, or confuse traffic along a public road.

Facial/Projecting Wall Sign - a facial/projecting wall sign application must include a diagram(s) that depicts:

- The dimensions of the sign and name of the manufacturer as well as the materials used in the manufacturing of the sign.
- The area on the building to which the sign is to be erected and the method of attachment to building.
- The distance from bottom of sign from the ground in feet/metres.

A **Projecting Sign** shall be erected more than 2.44 meters (8ft) from the street or sidewalk surface to the base of the sign



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SIGNAGE REGULATIONS

Definitions:

“Sign” means any structure, device, light or natural object including the ground itself, or any part thereof, or any device attached thereto, or painted or represented thereon, which shall be used to identify, advertise, or attract attention to any object, product, place, activity, person, institution, organization, form, group, commodity, profession, enterprise, industry or business, or which shall display or include any letter, work, model, number, banner, flag, pennant, insignia, device or representation used as an announcement, direction, or advertisement, and which is intended to be seen from off the premises or from a parking lot.

The word "sign" shall include signs which are affixed to the inside of windows and glass doors and are intended to be seen from roadways or parking lots. No other indoor sign shall be deemed a sign within this By-law.

“Canopy / Awning Sign” means any sign attached to or forming part of a canopy or awning.

“Facial Wall Sign” means a sign which is painted upon a building wall, or is attached to and supported by a wall of a building.

“Ground Sign” means a sign supported by one or more up-rights, poles or braces placed in or upon the ground.

“Illuminated Sign” means a sign that provides artificial light directly, or through any transparent or translucent material, from a source of light connected with such sign, or a sign illuminated by a light focused upon or chiefly directed at the surface of the sign.

“Off Premises Sign” means a sign that is related to a business premise that is not located on the building or lot on which the sign is placed.

“Projecting Wall Sign” means a sign which projects from and is supported by a wall of a building.

“Reader Board Sign” means a sign designed with removable letters, marks, symbols, or pictorials or any combination of these to allow for periodic revisions of the sign message, but does not include signs used by theatres, art galleries, arenas, churches or similar premises, for the purpose of identifying a program or event that will take place at the premise.

“Roof Sign” means a sign supported by one or more uprights, poles or braces placed upon the roof of a building.

“Sandwich Board Sign” means a sign which is composed of two hinged or otherwise joined boards which leans on the ground.

“Sign Area” means the area of the smallest triangle, rectangle or circle or semicircle which can wholly enclose the surface area of the sign. All visible faces of a multi-faced sign shall be counted separately and then totaled in calculating sign area. Three dimensional signs shall be treated as dual-faced signs, such that the smallest triangle, rectangle or circle or semi-circle which can totally circumscribe the sign in the plane of its largest dimension is considered the sign area.

“Number of Signs” means that for the purpose of determining number of signs, a sign shall be considered to be a single display surface or display device containing elements organized, related, and composed to form a unit. Where matter is displayed in a random manner without organized relationship or elements, or where there is reasonable doubt about the relationship of elements, each element shall be considered to be a single sign.



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General Provisions for Signs in all Zones:

Corner Vision Triangle

On a corner lot a sign, shall not be erected or permitted to grow to a height greater than .6 meters (2 ft.) above grade of the streets that abut the lot within the triangular area included within the street lines for a distance of 6.1 meters (20 ft.) from their point of intersection.

Illumination

No person shall erect any sign or illuminate in an area outside any building unless such illumination is directed away from adjoining properties and any adjacent streets.

Variance

The Development Officer may grant a variance in relation to the height and area of a sign.

Safety and Maintenance of Signs

- Every sign and all parts thereof, including framework, supports, background, anchors and wiring systems shall be constructed and maintained in compliance with the building, electrical, and fire prevention by-laws.
- All signs and all parts thereof shall be kept in a good state of repair and maintenance.
- If in the opinion of the Development Officer a sign needs repairs, the owner will be notified of the same. Repairs must be undertaken within 30 days. If repairs are not performed as requested, the sign in question will be removed.

Prohibited Signs

The following signs shall **not** be permitted in any zone:

- Signs which by reason of flashing or moving illumination or moving parts may be confused by the motorist with traffic control signs or lights;
- Roof signs;
- Any sign or sign structure which constitutes a hazard to public safety or health;
- Signs which by reason of size, location, content, colouring, or manner of illumination obstruct the vision of drivers, either when leaving a roadway or effectiveness of any traffic sign or control device on public streets and roads;
- Any sign which obstructs free ingress to or egress from a fire escape door, window or other required exit way;
- Signs not erected by a public authority which make use of words such as "STOP", "LOOK", "ONE WAY", "DANGER", "YIELD", or any similar words, phrases, symbols, lights, or characters in such manner as to interfere with, mislead, or confuse traffic along a public road;
- Any sign which no longer advertises a bona fide business conducted, or a product sold;
- Signs on public property or public right-of-way, unless erected by a governmental body, or unless required to be so located by order of a governmental body, but no sign located on public property or a public right-of-way shall bear any commercial advertising;
- Signs not erected by a public authority which are located at or near sharp road curves or below the crest of a steep road grade;
- Signs painted on, attached to, or supported by a tree, stone, cliff or other natural objects;



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- String lights, other than temporary holiday decorations which are unshielded from off the property on which they are located;
- Searchlights, pennants, spinners, banners, and streamers except for occasions such as grand openings, county fairs, public festivals, exhibitions and similar occasions; and
- Signs not related to any business or use located on the lot or premises.

Permitted Signs not requiring a Development Permit

- Signs identifying name and address of resident and of not more than 0.5 square meters (5 sq. ft.) in sign area.
- “No Trespassing” signs or other such signs regulating the use of a property and of not more than 0.18 square meters (2 sq. ft.) in sign area.
- Real estate signs not exceeding 0.5 square meters (5 sq. ft.) in sign area in a Residential Zone and 1 square meters (10 sq. ft.) in other zones.
- Signs regulating or denoting on-premises traffic, parking or other signs denoting the direction or function of various parts of a building or premise provided that such signs are less than 0.5 square meters (5 sq. ft.) in sign area.
- Signs erected by a public authority or under the direction of such authority and signs located on public streets.
- Memorial signs or tablets and signs denoting the date of erection of a structure.
- The flag, pennant or insignia of any public authority, or of any religious, charitable, or fraternal organization.
- A sign having a sign area of not more than 5 square metres (53.82 sq. ft.) incidental to construction and located on the construction site.
- Electoral signs.
- Unless otherwise provide for through a Development Agreement no sign in a residential zone shall exceed .2 square meters (2 sq. ft.) in area or 1.5 meters (5 ft.) and in the case of a ground sign be erected within 2 meters (6.5 ft.) of a property line.

Residential Zone Provisions:

- Business Uses Permitted in Residential Zones
 - There shall be no advertising other than a business identification plate or sign which has a maximum sign area of .9 square meters (10 sq. ft.);

Commercial and Industrial Zone Provisions:

- Abutting Zone Provisions
 - Where a Commercial Zone (CD, CG or CR) abuts a Residential (RLD, RMD or RMU), Public Open Space, or Institutional Zone the following restrictions shall apply to an abutting yard of a commercial use within the Commercial Zone.
 - In addition to the general provisions, signs located in an abutting yard shall be subject to the following requirements:
 - all signs shall be non-illuminated;
 - only directional or business identification signs shall be permitted;



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- the maximum sign area shall be 1.4 square meters (15 sq. ft.) with the number of signs limited to two (2) per use; and
 - the maximum height of a ground sign from the grade level to the highest part of the sign (including the sign structure) shall be 4 meters (13.1 ft.).
- Where a lot located within an Industrial Zone abuts a Residential (RLD, RMD, RMU or RCDD), Open Space or Institutional Zone, signs shall be regulated as provided in the General Provisions.

Sidewalk Signage Provisions:

- Subject to the restrictions contained in the Town of Digby Municipal Planning Strategy and the Land Use By-Law, sandwich boards or temporary or mobile signs may be placed on a sidewalk by an abutter lawfully operating a commercial enterprise or by a vendor authorized to carry on vending pursuant to the Vending By-Law, provided that such signage:
 - shall not be placed or left on the sidewalk when the associated commercial enterprise is not open to the public;
 - shall not be placed or left on the sidewalk when there is snow or ice on the sidewalk;
 - Sidewalk sandwich boards or temporary or mobile signs, tables, etc. shall only be placed on the sidewalk abutting the commercial enterprise, leaving a minimum of 2.13 meters (7 ft.) of unobstructed walkway to the curb for pedestrian passage and without limiting the forgoing, use of wheel-chairs, scooters and snow clearing.
 - shall contain a maximum signage face area of .28 square meter (3 sq. ft.).
 - The commercial enterprise or vendor shall indemnify, defend and hold harmless the Town of Digby, its officers, agents or employees from any loss, claim, damage, judgement, cost and expense, including reasonable legal fees, of any claims arising out of or in relation to the signage.
 - Any person or persons who post, stick, stamp or otherwise affix or cause to be posted, stuck, stamped, or otherwise affixed, any bill, poster, notice, or advertisement, on any property of the Town, or on any telegraph, telephone, electric light or other post, or pole, standing on or near any public street in the Town, or on any board, or other object placed against any such property, telegraph, telephone, electric light, or other post or pole shall ensure the removal of said bill, poster, notice, or advertisement within 24 (twenty-four) hours of the termination of the event, yard sale or other public/private notice.

Awnings and Signs Encroaching on Airspace Provisions:

- No person shall erect or permit a sign, awning or other structure to encroach upon the air space above a street or sidewalk or other municipally owned property without first obtaining a Development Permit.
- A sign, awning or other structure that encroaches upon the air space above a street or sidewalk or other municipally owned property shall be erected no less than 2.44 metres (8 feet) from the street or sidewalk surface to the base of the sign.