

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

COMMUNITY SIGNS POLICY & PROCEDURE
C-038-09

May 20, 2009

1.0 Purpose

The purpose of this Policy & Procedure is to provide municipal support for Community Signage.

DEFINITIONS

“Community” in this policy is defined as the geographical area located and bounded on Provincial and Federal maps; and as named on said maps located within the jurisdiction of the Municipality of the District of Yarmouth.

2.0 Policy Re: Community Signs

- 2.1 It is the intention of the Municipality, upon approval of an application and supporting documents, to financially assist the person(s), corporate body(ies) or entity(ies) who have chosen to erect and maintain a sign or signs in their community to beautify and help uniquely identify their respective community.
- 2.2 Financial assistance shall not exceed \$500.00 Canadian funds. The monies shall be paid to the applicants, if the application for assistance is approved, and other such supporting information as set out in Section 4 has been received. Receipts will only be accepted and reviewed after work has been completed in full on the said project.
- 2.3 It shall be the responsibility of the applicants to negotiate and make arrangements with the person(s), corporate body(ies) or entity(ies) completing the work concerning all matters pertaining to the project.

3.0 PART A – Before you Submit An Application

- 3.1 Applications are to be in the form as set out hereto at Annex “A”, and as amended from time to time.
- 3.2 Only applications that are completed in full will be put before the Committee for review. Applications can be picked from and returned to the Municipal Administration Office. Applications are also available on our website at www.district.yarmouth.ns.ca. All provisions as set out in the Municipal Land Use By-Law, specifically Part 11 – General Provisions for Signs must be adhered to, which is attached to the application in form.
- 3.3 Applications must include:
3.3.1 Written permission from the land owner where the sign is situate;

Last Amended July 14 2010

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3.3.2 Completed application and sketch as attached in Annex "A" to this policy.

3.3.3 A minimum of 2 quotes which include the following:

- a) nature of the work to be completed whether it be repairs, refinishing or creation;
- b) describe any and all of the materials that will be used in the repair, refinishing or creation and any other information that would be necessary to properly estimate the quality of the work that will be completed and the life expectancy of the proposed finished project;
- c) the contact information of the person(s), corporate body(ies) or entity(ies) that will be completing the work;
- d) conceptual drawing of sign, where applicable.

3.4 Upon the receipt of an application, it will be put before the Signs Committee at their next regularly scheduled meeting who will make a recommendation to Council for their consideration. Signs Committee Meetings are normally held on the 2nd Wednesday of each month, providing there is business pending for the committee.

After an application has been reviewed by both the Signs Committee and Council, the Applicants will be notified of the status of their application.

4.0 After your Application has been submitted and if approved:

4.1 Payment to the applicant(s) at no time shall exceed the total cost of the project or the maximum amount of \$500.00 Canadian funds. Payment will be made to the applicants within one calendar month from date of review by the Committee of the following:

- (a) receipt(s)
- (b) a letter from the applicant(s) stating that quality and workmanship are satisfactory and that all work is completed in full
- (c) a colour photo of the completed work either in hard copy or an electronic file;

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- (d) a copy of the written history or significance of the project and design, including how the sign design was selected and by whom;

Clerk's Annotation For Official Policy Book

Date of Notice to Council members of Intent to consider (7 days minimum): May 13, 2009

Date of Passage of Current Policy: May 20, 2009

I certify that this Policy was adopted by Council as indicated above.



Clerk

August 11, 2010
Date

Date Last reviewed: May 20, 2009

Date of last amendment: July 14, 2010

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CHECK LIST "A"

(Before you submit an application)

- 1 Written Permission from land owner where sign will be installed
- 2 Completed application and sketch
- 3 A minimum of 2 quotes for the work to be done which include the following:
 - a) repair/refinishing or creation?
 - b) describe any and all of the materials that will be used in the repair, properly estimate the quality of the work that will be completed and the life expectancy of the proposed finished project;
 - c) the contact information of the person(s), corporate body(ies) or entity(ies) that will be completing the work;
 - d) conceptual drawing of the sign content

When all of these items are together, you can submit your application to the Municipal Office by hand at 932 Hwy #1 Hebron; email admin@district.yarmouth.ns.ca; fax (902) 742-3164;

by mail: *Municipality of Yarmouth*

PO Box 21 Hebron NS

B0W 1X0

The application and these documents will be reviewed by the Signs Committee who will make a recommendation to Council regarding your application.

You will be informed on the status of your application after Council has reviewed the recommendation from the signs committee. If approved you can submit the final documentation required to receive your funding.

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ANNEX "A"

1. Name and Address of the person(s), corporate body(ies) or entity(ies) _____

2. Name/Address/telephone of Contact Person _____

3. Name of Land Owner which Sign is Situate _____

4. Name of Community _____
5. Number of Signs Required _____
6. Number of Development Permit _____
7. Road Name(s) where signs are to be located _____

8. Dimension of Sign(s) _____
9. Date of Request For Financial Assistance _____
10. Signature of Contact Person _____

Height: _____ Length: _____

Please read the important information below previous to signing this application.

Important Information for your project:

1. Signs shall have a minimum dimension of 4ft X 5ft (20 sq ft.) to a maximum dimension of 4 ft X 8ft (32 sq ft.)
2. The sign surface shall be at least 3/4 " plywood or equivalent and structural supports shall be of treated wood or equivalent.
3. Signs shall be assembled using bolt fasteners for ease of periodic maintenance.
4. A concept drawing or detailed written description of sign content shall accompany this application.
5. Applicant(s) will be responsible for making all necessary arrangements for on-site inspections that may be necessary with the Nova Scotia Department of Transportation and Public Works, and any other necessary authorities.*
6. Please ensure that you have completed the following site plan for the proposed or existing signs which are the subject of this application.

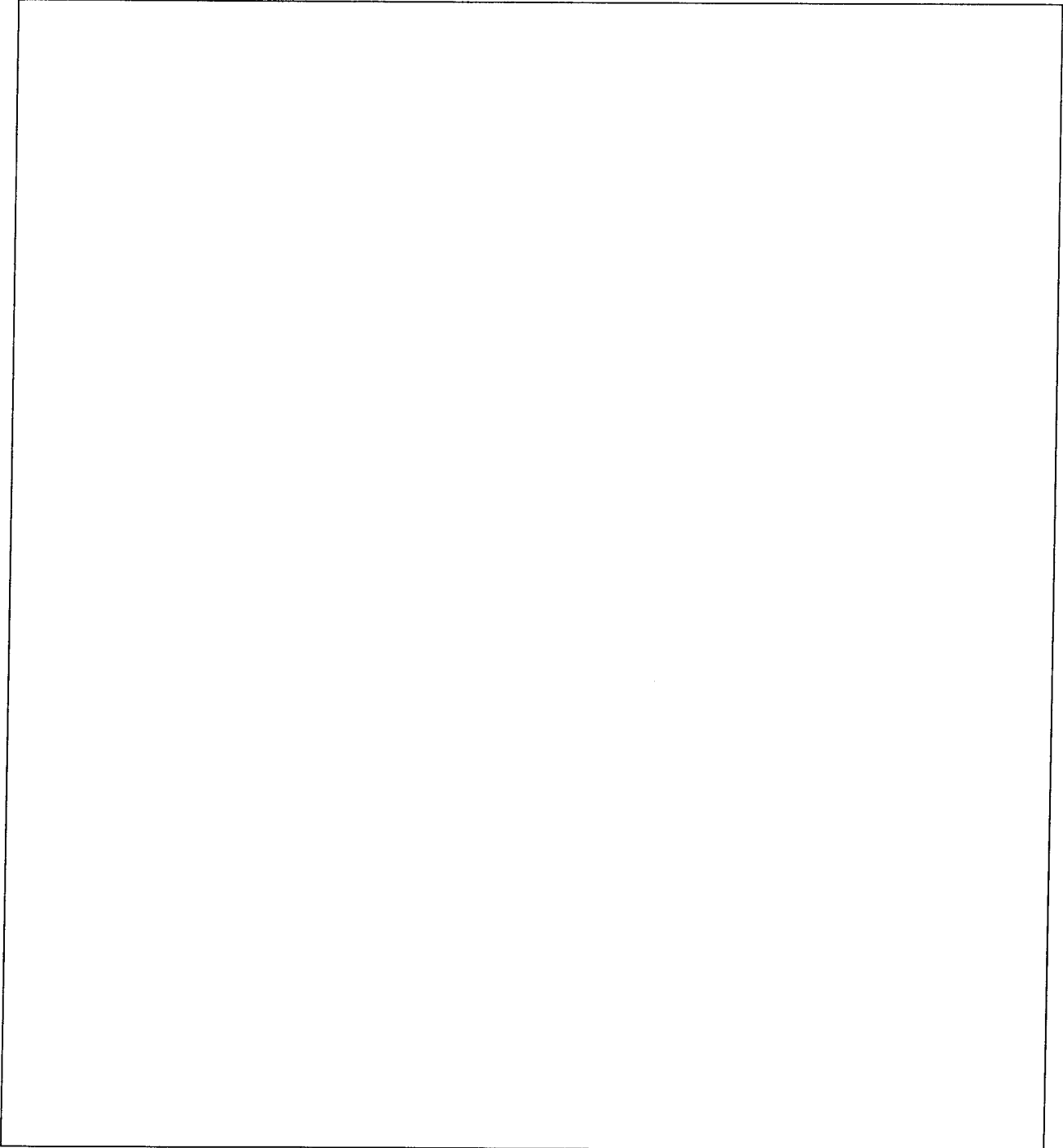
*The Municipality of Yarmouth will not be responsible for any content, liability, claims or damages, whether it be expressed, written or implied in any nature for this application or sign other than funding in an amount of no more than \$500.00 Canadian funds, if approved by the committee. By signing this application you are acknowledging your understanding of the foregoing statement. For further information please refer to the Community Signs Policy and Procedure.

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SITE PLAN OF PROPOSED OR EXISTING COMMUNITY SIGN

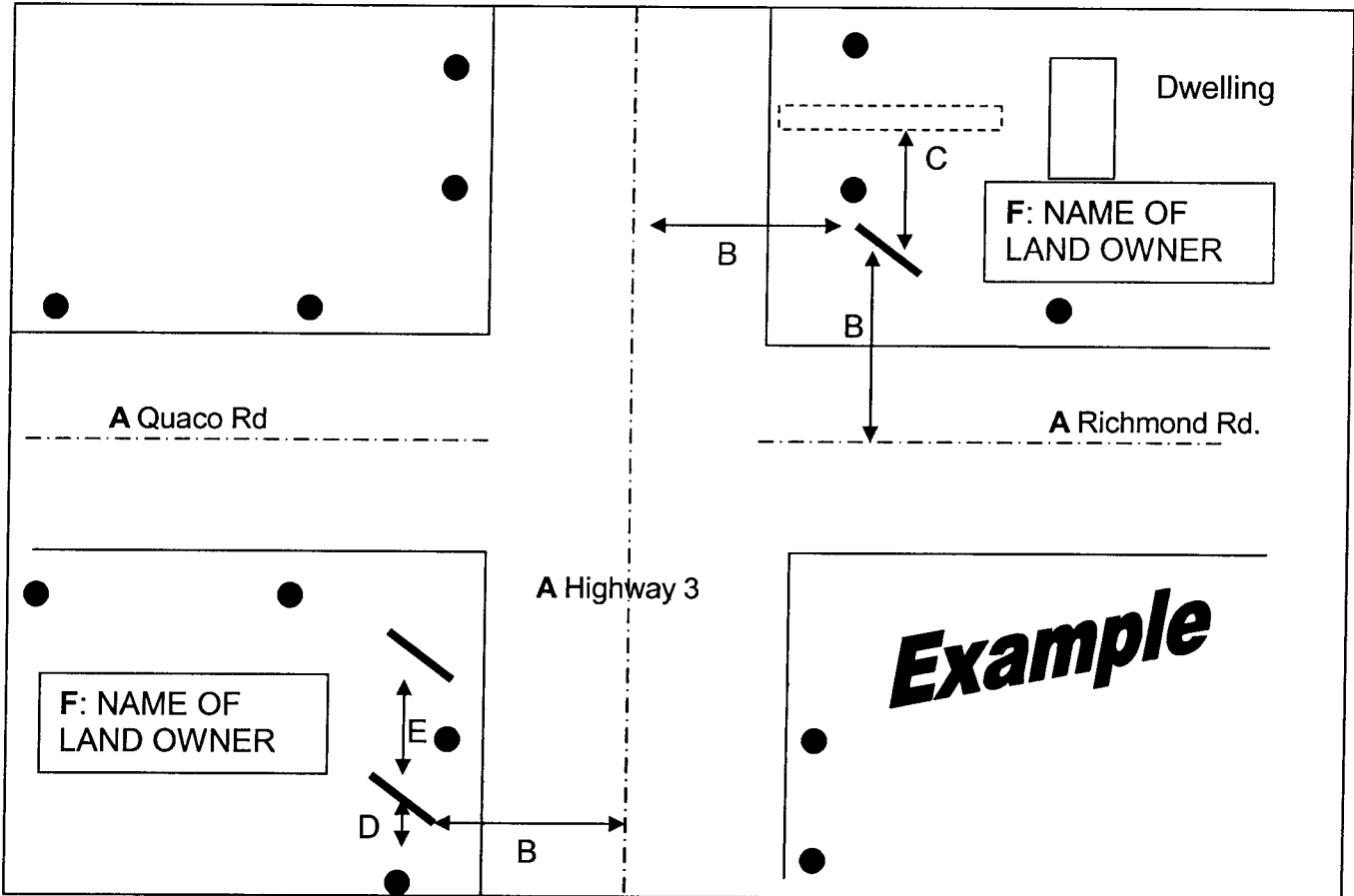


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EXAMPLE OF COMPLETED SITE PLAN



Sample Site Plan for Community Name Sign

Required Measurements for Proposed Sign

- | | | | |
|-----------|------------------------|----------|--|
| ————— | Edge of Roadway | B | Distance from Centre of road to proposed sign |
| - - - - - | Centre Line of Road | C | Distance from driveway to proposed sign |
| ● | Telephone/Power Pole | D | Distance from telephone/power to proposed sign |
| - - - - - | Driveway | E | Distance from existing sign to proposed sign |
| A | Identify Name of Roads | F | Specify Name of Land Owner |

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CHECK LIST "B"

(After your application has been approved)

- 1 receipt(s)
- 2 a letter from the applicant(s) stating that quality and workmanship are satisfactory and that all work is completed in full
- 3 a colour photo of the completed work either in hard copy or an electronic file;
a copy of the written history or significance of the project and design, including how the design was selected and by whom;

Please submit these documents to Municipal Office by hand at 932 Hwy #1 Hebron;
email admin@district.yarmouth.ns.ca; fax (902) 742-3164;

by mail: *Municipality of Yarmouth*

PO Box 21 Hebron NS

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Payment will be made to the applicant(s) within one calendar month from date of review of these items by the Committee.