

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

PRIVATE ROAD AND RIGHT OF WAY SIGNS  
POLICY & PROCEDURE  
P-088-11

Effective Date:  
August 22, 2012

1.0 **Purpose**

The purpose of this Policy & Procedure is to provide standardized signs and identify private roads for emergency awareness for Private Road and Right of Way Signage.

**DEFINITIONS**

**Private Road** – A private road is a block of land set aside for the enjoyment of the landowners abutting this road and title to the land that forms the road is not owned by the Province of Nova Scotia or the Municipality of Yarmouth. In the context of this policy, a private road means, any approved and listed private road in the Municipality of Yarmouth’s database.

**Right of Way** -A right of way is granted permission (usually by deed) to an owner or assigned, to cross another privately owned piece of land to gain access to your own land.

**Approved Private Road Signs** – An Approved Private Road Sign (the sign), is a sign whose face is of a reflective blue background with reflective white lettering with no border on the sign edges. Letter size shall be of 4 inches (10.16 cm) high for capital letters and 3 inches (7.62cm) high for lower case letters. All letters are to be 2 inches wide and the majority of the lettering shall be displayed in lower case. The font style shall be Arial. The standard sign size shall be 6 inches (15.24 cm) high by 4 feet (1.2 meters) long and a minimum of ¾ of an inch thick. This sign shall be of a dense plastic material that is not affected by water, temperature extremes and/or ultraviolet radiation.

**Application Form** - The Application Form (the form) is the approved form used by the Municipality of the District of Yarmouth to gather required information on the proponent and subject road. This form may be amended from time to time.

**Sign Committee** – The Sign Committee (the Committee) is a committee established by the Council of the Municipality of the District of Yarmouth, comprising of three nominated members from the community and two council members plus support staff.

2.0 **Private Road/ Right of Way Road Name Signs**

- 2.1 A budget to provide the financial assistance for an *Approved Private Road Sign* program may be approved by Council on a yearly basis. These monies shall be used to purchase the sign(s) for the applicant named in the Appendix B.

## MUNICIPALITY OF THE DISTRICT OF YARMOUTH

# PRIVATE ROAD AND RIGHT OF WAY SIGNS POLICY & PROCEDURE P-088-11

Effective Date:  
August 22, 2012

2.2 It shall be the responsibility of the applicant(s) to negotiate and make arrangements to install the sign in a manner as described in Appendix “B”, Application Form: Private Road Sign Assistance Program. The applicant will pay the sign in advance and will be refunded the cost after inspection has been completed and met Municipal specifications.

### 3.0 Application

3.1 Applications for a *sign* are to be made by completing the *form* as set out hereto in Appendix “B”.

3.2 Applications can be picked up from and returned to the Municipal Administration Building. Applications are also available on our website at [www.district.yarmouth.ns.ca](http://www.district.yarmouth.ns.ca). All provisions as set out in the Municipal Land Use By-Law General Provisions for Signs must be adhered to, Appendix “C” which forms part of the Application Form, Appendix “B”.

3.3 Application Forms must include:

3.3.1 the name, civic address, daytime telephone number and e-mail address, if available, of the proponent;

3.3.2 the name of the private road or right-of-way;

3.3.3 signature of applicant and date of application;

3.3.4 any disclaimer(s), as required by law and/or developed by the *committee*.

3.4 Supplemental Information

3.4.1 written permission of the private land owner where the sign is to be situated;

3.4.2 permission from the Nova Scotia Department of Transportation and Infrastructure Renewal, if the sign will be in the provincial right-of-way.

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

PRIVATE ROAD AND RIGHT OF WAY SIGNS  
POLICY & PROCEDURE  
P-088-11

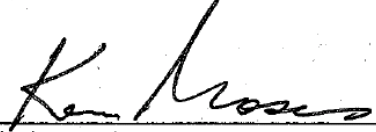
Effective Date:  
August 22, 2012

Clerk's Annotation For Official Policy Book

Date of Notice to Council members of Intent to consider (7 days minimum): August 14, 2012

Date of Passage of Current Policy: August 22, 2012

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

  
Clerk

Aug. 22, 2012  
Date

**Date Last reviewed: August 22, 2012**

**Date of last amendment:**

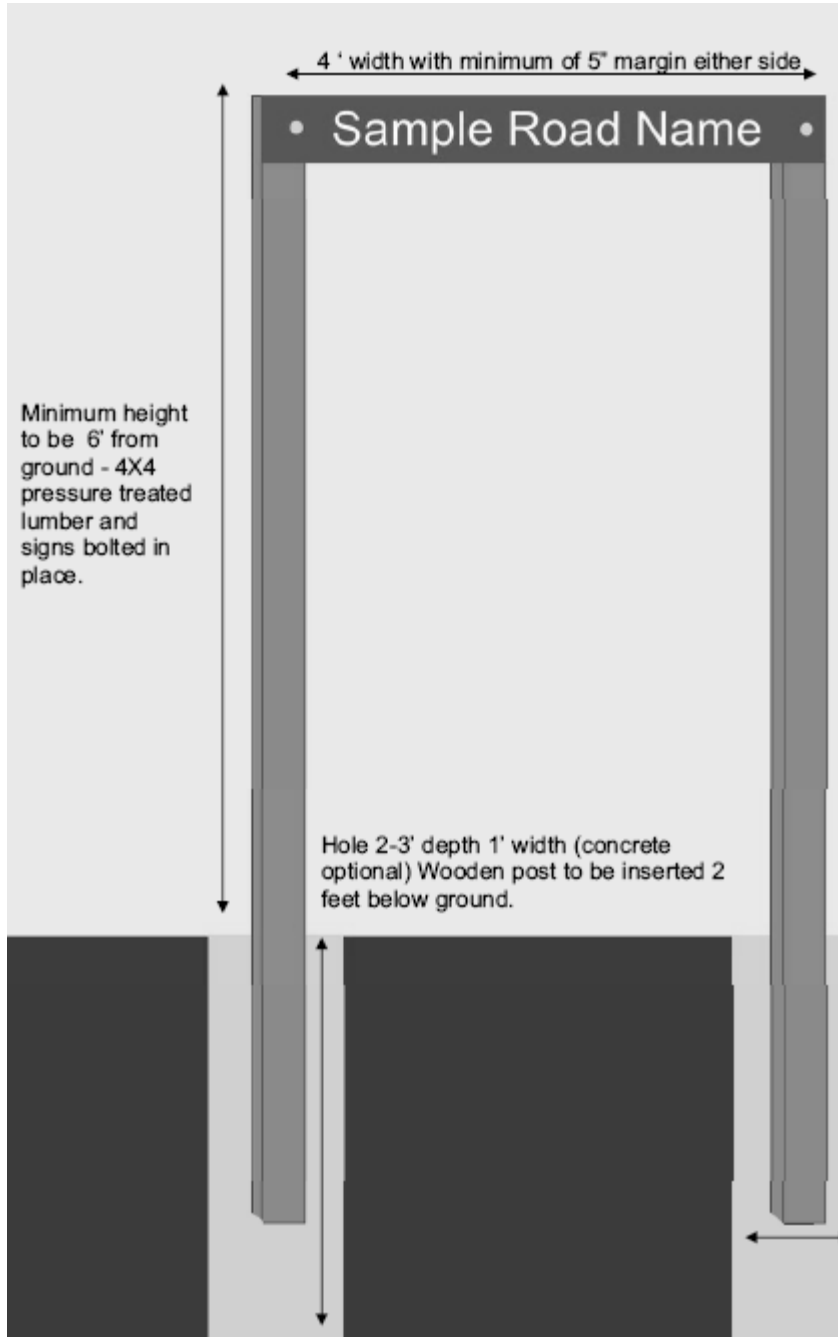
PRIVATE ROAD AND RIGHT OF WAY SIGNS  
POLICY & PROCEDURE

Effective Date:  
August 22, 2012

P-088-11

Appendix "A"

Recommended Installation Guidelines




MUNICIPALITY OF THE DISTRICT OF YARMOUTH

PRIVATE ROAD AND RIGHT OF WAY SIGNS  
POLICY & PROCEDURE

Effective Date:  
August 22, 2012

P-088-11

Appendix "B"

	Application Form	<b>Private Road Sign Assistance Program</b>
		To: Municipality of Yarmouth 932 Hwy 1, PO Box 21 Yarmouth NS B0W 1X0 Phone: (902)742-9691 Fax: (902)742-7557

The property owner who lives on a private road may be eligible for a free private road sign for that road. Limit of one sign per road name. The owner who applies shall accept all associated costs, responsibility and maintenance requirements and agrees to properly install the sign, as per Recommended Installation Guidelines attached Appendix "A" and must be in compliance with the Land Use By-Law Appendix "C".

Your Name:
Name of Private Road (subject to name verification with Development Office):
Mailing Address of Applicant:
E-Mail Address:
Daytime Phone Number : (902)

*I consent and agree that I the undersigned am fully responsible for the proper installation of the sign, as well as, receiving all necessary permissions from land owners where the sign will be installed. I further consent and agree that I will hold and save harmless the Municipality of the District of Yarmouth from any and all liability associated with the Private Road Sign for which I am applying:*

**The information I have supplied is true and correct to the best of my knowledge and I have received a copy of the recommended guidelines for sign installation.**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

*THANK YOU for your application.*

All applications for funding will be processed on a first come first serve basis. There are a limited number of signs available. Should you have any questions about this program please contact us at 742-9691. **The information collected on this application will NOT be used for any other purpose other than the Private Road Signs Assistance Program.**

Amended Oct 31, 2011

**PRIVATE ROAD AND RIGHT OF WAY SIGNS  
POLICY & PROCEDURE  
P-088-11**

Effective Date:  
August 22, 2012

Appendix "C"

**Land Use By-Law  
PART 11 - GENERAL PROVISIONS FOR SIGNS**

**1. GENERAL REQUIREMENTS**

- a) Where this part is inconsistent with the regulations respecting advertising signs on or near public highways made or administered by the Department of Transportation and Public Works, the more restrictive regulations shall apply.
- b) No person shall erect a sign without first obtaining a permit from the Development Officer and no permit to erect a sign shall be issued unless all the sign provisions of this By-law are satisfied. No commercial sign shall be permitted in the Dykelands (DL) or Coastal Wetlands (CW) Zone.

**2. SIGNS PROHIBITED IN ALL ZONES**

The following signs shall not be permitted in any zone:

- a) Signs which incorporate in any manner any flashing or moving illumination which carries an intensity or which varies in color and signs which have any visible moving parts, visible revolving parts or visible mechanical movement of any description, or other apparent visible movement, achieved by electrical pulsations or by actions of normal wind currents;
- b) Any sign or sign structure which constitutes a hazard to public safety or health;
- c) Signs which by reason of size, location, content, colouring or manner of illumination obstruct the vision of drivers either when leaving a roadway or driveway, or obstruct or detract from the visibility or effectiveness of any traffic sign or control device on public roads;
- d) Any sign which obstructs free ingress to or egress from a fire escape door, window, or other required exit way;
- e) 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 and characters in such manner as to interfere with, mislead, or confuse traffic along a public road;
- f) Signs on public property or public rights-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;
- g) 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;
- h) Signs painted on, attached to, or supported by a tree, stone, cliff, or other natural object;
- i) String lights, other than temporary holiday decorations which are unshielded from off the property on which they are located;

**MUNICIPALITY OF THE DISTRICT OF YARMOUTH**

**PRIVATE ROAD AND RIGHT OF WAY SIGNS  
POLICY & PROCEDURE  
P-088-11**

Effective Date:  
August 22, 2012

- j) Search lights, pennants, spinners, banners, and streamers except for occasions such as grand openings, county fairs, public festivals, exhibitions and similar occasions;
- k) Any sign which no longer advertises a bona fide business conducted or a product sold.

**3. FACIAL WALL SIGNS**

No facial wall sign shall:

- a) extend above the top of the wall on which it is placed;
- b) extend beyond the extremities of the wall upon which it is attached.

**4. GROUND SIGNS**

No ground sign shall:

- a) extend beyond a property line or project over public rights-of-way, other adjoining lands or any driveway or parking space;
- b) be setback less than 5 feet from any street line, common lot boundary, driveway or parking area.

**5. PROJECTING WALL SIGNS**

No projecting wall sign shall:

- a) project more than 6 feet from the wall upon which it is attached;
- b) project over a public right-of-way;
- c) project above the eaves, parapet or roof like of a building;
- d) be permitted to swing freely on its supports;
- e) be erected below a height of 10 feet or above a height of 15 feet above grade.

**6. ROOF SIGNS**

No roof sign shall:

- a) extend beyond the extremities of the roof to which it is affixed.
- b) be permitted to swing freely on its supports.