

THE CORPORATION OF THE TOWN OF THESSALON

BY-LAW 2639

BEING A BY-LAW to prohibit and/or regulate advertising devices, including signs, within the Municipality of Thessalon.

WHEREAS Section 99 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that Councils of local municipalities may pass By-laws to prohibit and/or regulate advertising devices, including signs;

AND WHEREAS Section 425 of the Municipal Act, S.O. 2001, Chapter 25, provides that municipalities have the authority by by-law or otherwise to direct or require that a matter or thing be done, and that municipalities may require that, in default of this being done by the person directed or required to do it, such matter or thing shall be done at the person's expense;

AND WHEREAS Section 391 of the Municipal Act, S.O. 2001, Chapter 25, provides that municipalities may pass by-laws imposing fees or charges for services or activities provided;

AND WHEREAS it is deemed expedient to make provisions for regulating and/or prohibiting advertising devices, including signs;

NOW THEREFORE The Council of the Corporation of the Town of Thessalon hereby **ENACTS AS FOLLOWS:**

1. SCOPE OF BY-LAW

1.1 Short Title of this By-law and any amendments thereto shall be known as the **"Town of Thessalon Sign By-law."**

1.2 Purpose of the By-law

This By-law regulates private and public signs placed on lands, buildings, and other structures within the corporate limits of the Town of Thessalon for the purpose of;

- a) Protecting and enhancing the aesthetic qualities and visual character of the Town of Thessalon.
- b) Providing for signs whose characteristics are appropriate to their use and function.
- c) Preventing signs that impact the safety of pedestrians or motorists.
- d) Balancing opportunities for business expression with the interests of the Town of Thessalon public and community.

1.3 The By-Law Enforcement Officer, Chief Building Official, and/or Town Superintendent may enter upon any property at any reasonable time to inspect a sign for the purpose of determining its compliance with this By-law.

2. DEFINITIONS

The terms set out below shall have the following meanings:

"A-FRAME OR SANDWICH BOARD SIGN" means a free-standing single or double-faced temporary accessory sign.

“ABANDONED SIGN” means a sign located on property which becomes vacant and unoccupied for a period of 90 days or more, or any sign that pertains to a time event or purpose that no longer applies;

“ADVERTISING DEVICE” means any device or object erected or located so as to attract public attention to any goods or services or facilities or events and includes flags, banners, pennants and lights;

“ALTER” means any change to a sign including the removal and replacement of the sign, the addition, removal or rearrangement of parts of the sign, but excluding the changing of copy or the replacement of parts of the sign with similar parts for maintenance purposes. Alteration shall have the same meaning as alter.

“ANIMATED SIGN” means a sign with a sign face that moves in whole or in part and includes a flashing or a rotating sign, but does not include a clock, a time, date or temperature display, an electronic message display, a change copy sign or a rotating sidewalk sign.

“APPROVED” means approved by the Council of the Town of Thessalon;

“AWNING” means a space frame system, moveable or fixed, covered with fabric, metal or like material attached and projecting from a building or structure, but not forming an integral part thereof and includes a canopy.

“BANNER SIGN” means a sign or advertising device made from cloth, plastic or a similar lightweight non-rigid material.

“BILLBOARD” means an off-premises ground or wall sign erected and maintained by a person, or business engaged in the sale or rental of the space on the sign to a client for the purpose of advertising a business, goods, or services not necessarily sold, offered, or conducted on the premises where the sign is located.

“BUILDING CODE”- shall mean the Ontario Building Code Act, as amended from time to time, which includes any regulations thereunder.

“BY-LAW ENFORCEMENT OFFICER” – is an appointed person who is responsible for investigating, administering and enforcing the provisions of all by-laws of the Town of Thessalon, as well as applicable provincial statutes.

“CHIEF BUILDING INSPECTOR” – means the Chief Building Inspector appointed by By-law by the Corporation of the Town of Thessalon.

“CONTRACTOR SIGN” means a temporary sign that advertises work being performed on the property by a trade, including but not limited to general contractors, painters and renovators; where such sign is removed upon completion of work.

“COUNCIL” – shall mean the Council of the Corporation of the Town of Thessalon

“DIGITAL SIGN” means a portion of a sign face or projector advertising that incorporates a technology or method allowing the information displayed on the sign or the surface to be changed without physically or mechanically replacing the display surface or its components; for purposes of this By-law a digital sign shall also include an electronic message board sign and/or a projector sign.

“FASCIA SIGN” means any type of sign that has been installed on the building’s fascia.

“GROUND SIGN” means a sign that has its structure supported by way of a foundation system that is installed below the surface of the ground to provide anchorage and ballast for the structure that is out of the ground. This does not include signs installed with driven stakes or pins into the ground.

“MESSAGE BOARD SIGN” means a mobile sign that is placed on a ballast foundation on the ground, on wheels with anchorage, or on a frame with legs, that exhibits or displays a message that may be interchangeable. Examples of such signs include but are not limited to wheeled rental signs, rented message board signs for temporary events, and large event signs with temporary on ground ballast anchorage.

“OWNER” means the registered owner of a lot, herein referred to as the property owner, the proprietor operating a business on lot, herein referred to as the business owner, or the person apparently in possession of a sign, herein referred to as the sign owner

“PLANNING ADVISORY COMMITTEE” means a committee appointed by Council in which will review “Sign Permit Applications” to ensure applications are compliant with applicable By-laws and make a recommendation to Council.

“PRIVATE PROPERTY” means a property on the last revised Assessment Roll within the Town of Thessalon that is not owned or under the jurisdiction of the Municipal, County, Provincial or Federal Government.

“PORTABLE SIGN” – also known as a **mobile sign**, means a temporary sign which is not permanently affixed to the ground or to any structure, and is typically designed for the rearrangement of copy on the sign’s display surface, and which is capable of being readily moved from place to place.

“REAL ESTATE SIGN” means a sign that is erected for the sale, lease, or rental of a specific property.

“RESIDENTIAL DEVELOPMENT SIGN” means an address sign that identifies a residential development including a subdivision, vacant land condominium or townhouse development.

“RESIDENTIAL HOME SIGN” means a sign that is located on private property of a residential use that advertises a name and/or address of the property owner.

“SIGHT TRIANGLE” means the defined site triangle contained in the Town of Thessalon’s Zoning By-law.

“SIGN” means any device, object or thing which directs attention to and which is designed to convey a message and that is placed for the purposes of advertising goods and services offered, identifying a business or enterprise or for conveying any other type of message and, without limiting the generality of the foregoing, this definition includes but is not limited to, the types of signs specifically defined in this section.

“SIGN FACE” means a surface of a sign that contains advertising.

“SIGN OWNER” means the person who owns the sign. Where there is no known owner of the sign, or such person cannot be determined with certainty, the sign owner shall be deemed to be the person having authority over the associated use or deriving the major benefit from the sign. If such person is unknown, the sign owner shall be deemed to be the registered owner of the land upon which the sign is situated;

“SIGN PERMIT” means a permit issued by the Council of the Town of Thessalon pursuant to the provisions of this By-law or a previous By-law to erect or display a sign;

“SIGN TYPE” means a sign referenced by its means of support, manner of displaying information, or the information intended to be displayed;

“TOWN” means the Town of Thessalon

“TOWN SUPERINTENDENT” – means the person appointed by Council to supervise the work, maintenance and improvements of Town facilities, roads, infrastructure, etc.

“ZONING BY-LAW” refers to the Town of Thessalon’s Zoning By-law 2510, as amended or its successor By-law.

3. APPLICATION OF THIS BY-LAW

This By-law applies to all lands within the boundary of the Town of Thessalon unless otherwise stated in this By-law.

3.1 The following signs and adverting devices are not regulated or prohibited by this By-law:

- a) Signs owned or operated by the Town.
- b) Signs advertising a Federal or Provincial government entity, or advertising funding or support by a Federal or Provincial government related project for the duration of the project.
- c) Signs for regulating traffic, or similar devices, legal notices, and warnings, including at railroad and pedestrian crossings.
- d) Small signs no greater than 0.14m² (1.5ft) in area displayed only for the direction of the public including signs that identify washrooms, freight entrances, parking spaces, civic address numbers, and such other similar directional signs.
- e) Signs in display windows including writing, representation, painting or lettering directly on the surface of any window or door, or other signs within the building interior, provided they are not a Digital Sign that is visible to the general public from the exterior of the building.
- f) Election signs used during the active period of a Town municipal election, Ontario provincial election, or Canada federal election, and that relate only to the election and eligible candidates in the election.
- g) Signs affixed to any vehicle.
- h) Signs affixed to shopping cart enclosures in Non-Residential parking lots.
- i) Temporary signage not exceeding 1.49m² (16ft²) in area and not located on Town property, that are used for positive community messaging and congratulatory messaging.

4. GENERAL REQUIREMENTS FOR ALL SIGNS

The following requirements shall apply to all signs:

- 4.1 No person shall erect, display or maintain abandoned signs, or signs imitating or resembling official traffic or government signs or signals.
- 4.2 No person shall construct, erect, display, alter or repair a sign located within the Town of Thessalon without having first obtained a permit from and approved by Council.

- 4.3 The owner(s) of any sign erected, constructed or altered in the Town of Thessalon shall conform to the provisions of this By-law, the Town of Thessalon Zoning By-law and to any applicable requirements of the Ontario Building Code any Order issued under this By-law, and any other applicable law.
- 4.4 No person shall erect or maintain any of the following signs:
- a) A sign located on premises which does not specifically identify or advertise a business, service, or occupant of the premises where it is located, unless otherwise specified in this By-law
 - b) An abandoned sign.
- 4.5 A permit is not required for the following signs or advertising devices:
- a) Construction Signs;
 - b) Election signs on private property during any election campaign;
 - c) Public notices, or any sign relating to an emergency;
 - d) Real estate signs limited to property listing signs;
 - e) Window signs, interior signs, or window posters;
 - f) Official traffic signs or signals;
 - g) Contractor Sign
- 4.6 No person shall erect, display, affix, attach, fasten, or alter any sign on public property, including road allowances.
- 4.7 No person shall erect, display, affix, attach, fasten or alter any sign within a sight-triangle.
- 4.8 All signs and advertising devices erected or displayed shall be non-offensive as deemed by Council.
- 4.9 All signs shall be maintained, and no person shall allow a sign to be unmaintained.
- 4.10 Notwithstanding any other section of this By-law, no person shall construct, affix, attach, fasten, alter, display or continue to display any sign which obstructs the sight of or access of any of the following.
- a) fire hydrant
 - b) sprinkler connection
 - c) traffic sign
 - d) manhole
 - e) catch basin
 - f) waterworks
 - g) valve chamber
 - h) fire escape
 - i) emergency exit from a building
 - j) utility poles
 - k) road allowances
 - l) or any other property designated by the Town Superintendent where he or she determines on reasonable grounds that the public or occupational safety would be at risk if unobstructed sight of such property is obstructed.

- 4.11 No person shall erect a sign on a vacant lot without an approved Sign Permit.
- 4.12 Any person installing a sign with electrical components shall acquire proper permits from the Electrical Safety Authority prior to installation in accordance with the applicable legislation.
- 4.13 No sign shall be installed in a manner that will obstruct a required barrier-free path of travel in accordance with the Ontario Building Code, or public pathway or sidewalk requiring a minimum 1.5m clear unobstructed width in accordance with the Accessibility for Ontarians with Disabilities Act.
- 4.14 No portion of any sign shall be installed where it may damage or interfere with infrastructure including but not limited to sewers, water supply, electrical, communication wires, and gas services.
- 4.15 Signs on a building that advertise a business that is no longer in existence shall have all their sign faces removed and replaced with a blank weather resistant face by no later than 30 days after the discontinuation of the business. If no new advertising is installed within 120 days from the discontinuance of the previous advertisement, the Owner shall remove the entire sign including its structure.
- 4.16 Signs associated with a temporary or mobile business, that are not located on a vehicle, or a building, shall only be a mobile sign.
- 4.17 No person shall allow a sign to be located upon any parking space if that parking space is required by the Town of Thessalon's Zoning By-law applicable for the subject property and use thereto.
- 4.18 A sign shall:
- a) Not obstruct the view or interfere with the use of any traffic control device
 - b) Not be erected, or shall be erected where directed, or shall be removed, when the Town deems the use of a roadway to be adversely affected by the proposed or actual sitting of the sign structure.

4.19 Signs Near Provincial Highways

Despite any other provision of this By-law, where a sign is located within 400 metres of a Provincial highway, the approval of the Ministry of Transportation may be required for the erection of the sign

- 4.20 No person shall erect a sign on any driveway or entrance way.
- 4.21 Signage for Homebased Businesses must be in compliance with guidelines set out in the Town of Thessalon's Zoning By-law

5. MAINTENANCE

- 5.1 A sign and/or advertising device shall be kept in good repair at all times and maintained without any visible deterioration of the sign or sign structure. Every sign owner shall ensure that:

- a) all exposed sign and sign structure surfaces are covered with a durable, weather resistant, protective finish;
- b) repainting or refinishing is undertaken as often as is necessary to prevent peeling or flaking of paint or corrosion;
- c) all lights, bulbs, tubes and other forms of illumination are functioning and comply with the regulations of this By-law;
- d) all sign faces and sign structures are kept intact and operative and do not contain deteriorating, peeling, broken or cracked parts;
- e) sign is maintained in accordance with the approved plan authorizing its erection;
- f) there is no visible deterioration of the sign, copy or its structure;
- g) the sign is not unsafe and does not create a danger to any person.

5.2 All sign structures shall be maintained in a safe condition and in good order at expense of the owner, agent or lessee of the sign until removed or demolished, and such maintenance shall include the immediate repair of any defect.

6. HAZARDOUS SIGNS

6.1 No person shall erect, display or allow the erection or display of any sign which constitutes a danger to the public be reason of:

- a) Fault Support;
- b) Inadequate construction; or
- c) Dangerous distraction to vehicular traffic

7. SIGN TYPES AND REGULATIONS

7.1 The following requirements shall apply to below signs in addition to **GENERAL REQUIREMENTS**:

7.1.1 COMMUNITY EVENTS SIGNS

- a) A community event sign may be erected on private property with the consent of the owner.
- b) A community event sign may be erected on a property owned by the Municipality or on the untraveled portion of a road allowance with the approval of the Municipality and subject to any conditions or requirements imposed by the Municipality.
- c) A maximum of one community event sign may be erected on a private property.
- d) No community event sign shall exceed 5.0 m² in area.
- e) Community event signs are permitted to be erected for not more than 30-days prior to

7.1.2 CONTRACTOR SIGNS

- a) Contractor's signs shall be permitted in any Zone on a lot where there is active and ongoing construction by the business or person so indicated on the sign, and shall be removed upon completion of construction.
- b) Contractor's signs shall not have a sign area exceeding 16 square feet (1.49 square metres).
- c) Contractor's signs may be located adjacent to any lot line including a street line.

7.1.3 DIGITAL SIGNS

- a) Shall not be permitted in any residential zone.
- b) Shall not display any visible effects including but not limited to motion, dissolving, fading, flashing, intermittent or blinking light, scrolling or the illusion of such effects;
- c) Shall not emit sound or be interactive in any way;
- d) Shall not take the form of a portable sign;
- e) Shall not display sign copy that advertises a business, goods, products, or services not necessarily sold or offered or conducted on the property unless it is a billboard.
- f) The sign copy of a digital sign shall be displayed continuously in a static manner without animation and without any change or any visual effects for not less than 15 seconds.
- g) Any change from one message to another in the sign copy of a digital sign shall:
 - i. Be completed in 0.25 seconds or less;
 - ii. Involve the change of the entire sign copy;
 - iii. Not include a partial, incremental or sequential change of sign copy.
- h) Any digital sign that is located within 100 metres of a signalized intersection or 50 metres of a non-signalized intersection of two streets or a railway crossing (measured from the centre of the intersection to the nearest point of the sign's display surface) shall submit a safety review completed by a qualified Professional Engineer to the satisfaction of the Municipality.
- i) The safety review referred to above shall assess if the digital sign is appropriate at the proposed location. The assessment shall be based on but not limited to the following:
 - i. Crash and accident history;
 - ii. Traffic and pedestrian volumes;
 - iii. Current and expected driver workload;
 - iv. The relative geometric complexity of the roadway and intersection.
 - v. The safety review shall identify any mitigating measures that will reduce potential risks identified by the review and assessment.
- j) The minimum display time for any electronic message, without movement or change in colour, shall be 30 seconds, and the intensity of the illumination shall be maintained at a constant level.
- k) The electronic message board sign shall not display any visible effects including but not limited to motion, fading, dissolving, flashing, intermittent or blinking light, scrolling or the illusion of such effects.

7.1.4 ELECTION SIGNS

- a) An election sign is permitted in any zone only during a current political Municipal, Provincial, or Federal Election;
- b) No person shall erect an election sign or advertising device on any Municipal Property;
- c) No person shall erect an election sign within 50 metres (165 ft.) of the exterior main entrance to the polling station;
- d) No person shall fail to remove an election sign within forty-eight (48) hours immediately following 11:59 pm of the election;
- e) The Town may remove election signs or advertising devices that do not respect provincial or municipal laws.

7.1.5 FASCIA SIGNS

- a) Except for Section 4.19, a fascia sign is not permitted in a residential zone.
- b) Except for Section 4.19, a fascia sign is permitted in any zone other than a residential zone. Such fascia sign shall not exceed 25% of the front building face, shall have a maximum projection of 0.5 metres (1.8 ft) from the building face, shall not extend above the eaves of the building, shall only advertise the business or service conducted on the property in which the sign is located.

7.1.6 GROUND SIGNS

- a) A ground sign is permitted in any zone other than a residential zone;
- b) Permitted zones shall not have more than one (1) ground sign per lot, shall not have a ground area exceeding one (1) square metre (10.76 ft.2), shall not have a height exceeding 1.8 metres (6 ft.) (including supports), shall have a minimum setback from the front and side property lines of 1.5 metres (5 ft.) and shall have a minimum setback from the exterior side yard of 3 metres (10 ft.)
- c) A ground sign is only permitted in a residential zone for signs that do not require a sign permit as listed in section of 3.1 of this By-law with the exception of Section 4.19.

7.1.8 GOVERNMENTAL SIGNS

- a) A governmental sign is permitted in any zone;
- b) Governmental signs shall be in conformity with any standards regulating size and position authorized by the relevant statute or Order of Council, or by-law or resolution of the Council, or, if no such standards are authorized, shall be sufficient in size and position to fulfill their function.

7.1.9 PORTABLE SIGNS (mobile sign)

- a) Portable signs in permitted zones shall not have more than one (1) portable sign per lot, shall not exceed a sign area of three (3) square metres (10 ft 2), shall have a maximum height of one (1) metre (3.3 ft.), shall have a minimum setback of 1.5 metres (5 ft.) from the front or side property lines, and shall have a minimum setback from the exterior side yard of 3 metres (10 ft.)/
- b) A portable sign is only permitted in a residential zone for signs that do not require to have a sign permit as listed in Section 3.1 of this By-law, with the exception of Section 4.21 of this By-law. Such portable signs, except for construction signs, shall not exceed a sign area of three (3) square metres (10 ft.2).

7.1.10 REAL ESTATE SIGNS

- a) Real estate signs shall be removed within two (2) weeks after the closing of the sale or lease of a property.
- b) Real estate signs shall only be placed on the lot where the sale is being proposed, and no offsite advertising is permitted except for open house signage.

- c) Real estate signs for the purpose of advertising an open house, shall not exceed a sign face area of 0.28m² (3ft²), and are permitted to be installed 48 hours preceding an open house, during an open house, and shall be removed immediately after the end of the event.
- d) Not more than one (1) mobile sign (excluding message board signs) and one (1) wall Sign shall be permitted per lot fronting on a highway, except that not more than two (2) mobile sign (excluding message board signs) and two (2) wall signs shall be permitted per lot fronting on two (2) or more highways

7.1.11 ROOFTOP SIGNS

- a) No person shall erect, display or maintain rooftop signs, unless otherwise approved by the Council of the Town of Thessalon. Applications for rooftop signs in any zone will be considered by specific request.

8. APPLICATION FOR SIGN PERMIT

- 8.1 No person shall construct, erect, display, alter, or maintain a sign or advertising device unless the applicable fee and application form set out in Schedule "A" attached hereto has been filed, signed by Town staff/representative and signed by the owner or authorized agent.
- 8.2 An application for a sign shall only be approved where it is in compliance with this By-law, the Zoning By-law and the Ontario Building Code.
- 8.3 All plans and drawings accompanying a sign permit application for any sign or advertising device shall be provided and shall contain the following:
 - a) A key plan showing the general location of the land on which the proposed sign is to be located and the nearest major intersection;
 - b) The municipal address and legal description of the property;
 - c) The existing or proposed use of the premises drawn to scale and indicating all setbacks;
 - d) The location and dimensions of the frontage and all boundaries of the premises on which the sign is proposed to be erected;
 - e) The location of the proposed sign on the premises, drawn to scale and indicating all setbacks;
 - f) Details of sign drawn to scale, including dimensions, sign area and any other information as may be required to determine compliance with the By-law;
 - g) Authorization of the owner of the premises on which the sign is to be erected or displayed.
- 8.4 No person shall make a material change or cause a material change to be made to a plan, specification, document or other information on the basis of which a permit was issued without notifying, filing details with and obtaining the authorization of the Chief Building Official.
- 8.5 A sign permit must be held by the person who is or will be the owner of the sign structure that is being constructed, erected, placed, altered or maintained.
- 8.6 A sign permit is only valid:
 - a) For the sign described in the permit;
 - b) If and when issued by the Council of the Town of Thessalon;
 - c) All applicable fees have been paid in full as set out in the Town of Thessalon's User Fee By-law.

9. REMOVAL OF UNLAWFUL SIGNS

- 9.1 Where a sign is erected or displayed in contravention of this By-law, such sign may be pulled down or removed by the Town in the manner stated in this section.
- 9.2 Where a sign is erected or displayed contrary to this By-law, the By-law Enforcement Officer or Town Superintendent shall forward a notice, by regular mail, to the lessee or owner of the sign or their agents, or if there is no lessee, or the lessee, the owner or agent of the sign cannot be determined with certainty, to the registered owner of the land on which the sign is situated, requiring the illegal sign be removed or in a proper case, be made to comply with this By-law within 7 business of the giving of the notice.
- 9.3 A notice which is mailed pursuant to Section 10.2 shall be deemed received on the seventh day following the day on which the notice was mailed.
- 9.4 If the notice given pursuant to Section 10.2 is not complied with, the Town Superintendent shall instruct Town Employees or an independent contractor to enter upon the land to pull down and remove the sign between the hours of 8 a.m. and 4:00 p.m., but no such entry will be made into a building for this purpose.
- 9.5 Signs removed shall be stored by the Town for a period of not less than thirty (30) days, during which time of the owner, or his agent, may be entitled to redeem the sign upon receipt of payment to the Town:
- a) The sum of \$500.00, being the cost of removing the sign;
 - b) A storage charge of \$25.00 per day;
 - c) A signed acknowledgement and release on a prescribed form;
 - d) Where the cost of the sign removal exceeds \$500.00, then the cost to redeem shall be the actual cost accrued by the Town.
- 9.6 Where a sign has been removed by the Town and stored for a period of thirty (30) days and such sign has not been redeemed, such signs may be forthwith destroyed or otherwise disposed of by the Town.
- 9.7 Where a sign has been located on, over, partly on, or partly over, a roadway or any other public property under the jurisdiction of the Town of Thessalon, that sign or signs may be removed by the Town immediately without any notice.
- 9.8 Unlawful utility pole poster signs and signs on public property, including road allowances, may be disposed of immediately without any notice.
- 9.9 A sign permit maybe revoked by the Town of Thessalon under the following circumstances:
- a) Where the sign does not conform with the provisions of this By-law and amendments thereto;
 - b) Where the sign does not conform with any legal requirements of any governmental authority having jurisdiction over the area where the sign is situated
 - c) Where the permit has been issued as the result of false or misleading statements, or undertakings or application; or
 - d) Where the permit has been issued in error by the Town.

10. REFUNDS

- 10.1 Sign permit fees are non-refundable.
- 10.2 Additional fees, charged due to the commencement of installation or display of a sign or sign structure prior to permit issuance, equal to 100% of the amount calculated as the regular permit fee, shall not be refundable in any case.

11. CONFLICT

- 11.1 In the event of any conflict between the provisions of this By-law and the Provisions of the Ontario Building Code, the provisions of the Ontario Building Code shall prevail.
- 11.2 Where a provision of this By-law conflicts with the provisions of another By-law in force in the Town of Thessalon, the provision that establishes the higher standard to protect the health, safety and welfare of the general public shall prevail.

12. ENFORCEMENT

- 12.1 Any police officer, provincial offences officer, by-law enforcement officer or other employee of the Town, whose duties include the enforcement of this By-law, is authorized to:
- a) Request any person believed by such officer or employee to be contravening or who has contravened any provision of the By-law to desist from the activity constituting or contributing to such contravention; and
 - b) To enforce this By-law pursuant to the provisions hereof and of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended or any amended or any successor thereof.

13. PENALTY

- 13.1 Any person who:
- a) Contravenes or fails to comply with any provisions of this By-law or any permit issued hereunder, and/or
 - b) Erects or places a sign in contravention of this By-law; and /or
 - c) Obstructs or hinders any person in the performance of his/her duties under this By-law; and/or
 - d) Fails to comply with any order of any Police Officer, Provincial Offences Officer, By-law Enforcement Office or Employees of the Town, who's duties include the enforcement of this By-law

Is guilty of an offence and on conviction is liable to a fine, penalty or order as provided for in the Provincial Offences Act, 1990, c.P. 33, as amended, or any successor thereof, or in the Municipal Act, 2001, c. 25, as amended or any successor thereof.

This By-law shall come into force and take effect upon the immediate passing thereof.

PASSED in Open Council this _____ day of _____, 2024.

Seal

Mayor

Clerk-Treasurer

By-law 2639 Schedule A



**Corporation of the Town of Thessalon
Planning Advisory Committee**

187 Main Street. P.O. Box 220
Thessalon, ON. P0R 1L0
Tel: 705-842-2217 Fax: 842-2572
Email: townofthess@thessalon.ca

For Office Use Only:

Received By: _____ Date: _____ Application #: _____

Application for SIGN PERMIT

Cost: \$ _____ plus all associated fees

***Applicants are responsible for all of the Town's legal fees (if required) and disbursements in connection with the Sign Permit.**

Section 1 Contact Information

1. Applicant Information

The property owner's authorization (Section 4) is required if the applicant is not the owner.

Name of all registered owners: _____

Telephone: _____ Mobile: _____

Mailing Address: _____

Email: _____

1.2 Name of Agent/ Solicitor

Name of person who is to be contacted about the application if different than the owner.

Name(s): _____

Telephone: _____ Mobile: _____

Mailing Address: _____

Email: _____

1.3 Primary Contact

Applicant: _____

Agent/Solicitor: _____

Section 2: Subject Property Information

2.1 Location of Sign

Municipal Address: _____

Assessment Roll No(s): _____

Legal description (Lot and Registered Plan): _____

2.2 Planning Information

Official Plan Designation: _____ Current Zoning: _____

C) Provide a brief description of the existing uses of land:

Section 3: Sign Information

Please indicate.

___ New ___ Alteration ___ Replace

Please indicate sign type.

___ Facia ___ Portable ___ Ground ___ Roof

Other (please indicate) : _____

Material of Sign (including sign structure): _____

Total Height (including support): _____ Total Surface Area: _____

Weight (lbs.): _____ Total Ground Area: _____

Setback from front & side interior lot lines: _____

Setback from exterior lot line (if applicable): _____

Sign purpose: _____

Please attach drawings and plans of proposed sign, and sign location including sizes, dimensions, setbacks and other applicable information.

***Please be advised that architect(s) and/or engineer(s) maybe required as per the Ontario Building Code.**

Section 4: Authorization

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

AUTHORIZATION OF OWNER FOR AGENT TO PROVIDE THE APPLICATION

I/We, _____, am the registered owner of the subject land application and I authorize _____ to make this application on my/our behalf, along with relevant reports and studies and to appear on my/our behalf at any meetings with respect to this matter and to provide any information required by the Town of Thessalon relevant to this application.

Date

Signature of the Owner(s)

CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I, _____, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Owner(s)

PERMISSION TO ENTER

The applicant acknowledges that site visit(s) may be required in order to view the property and its relation to the surrounding lands. The applicant authorizes members of Council, Municipal staff, consultants retained by the Municipality in the review of the application to enter onto the subject property for the purpose of evaluating the application/proposal.

Date

Signature of Owner(s)

DECLARATION

NOTE: ALL APPLICANTS SHALL ENSURE THAT A "COMPLETE APPLICATION" UNDER THE PLANNING ACT HAS BEEN MADE BEFORE COMPLETING SECTION II.

I hereby declare that the information contained in this application and on the attached plan is, to the best of my knowledge, a true and complete representation of the purpose and intent of this application.

Date

Signature of Owner(s)

Date

Signature of Authorized Agent

By-law 2639 Schedule B

Signage Permit	Fee
Permit fee for all applicable signs	\$100.00

Please note:

1. Alternations or replacements to current signs will be subject to the above permit fee.
2. Please be advised that permit fee doubles if any sign or advertising device is constructed, erected, replaced or altered prior to the issuance of a Sign Permit.