

Notice Signage Requirements

The following guidelines shall be followed when preparing **NOTICE** signs.

A sample of a "Complete Application" and "Complete Application and Public Meeting" sign text is included below:

1. The sign should not be less than 1.5 square metres in size (approx. 4 ft x 4 ft).
2. The sign should be of a high quality and prepared by a professional sign maker.
3. The final wording to be placed on the sign shall be submitted to the Town's Engineering Department for approval prior to the erection of the sign and should be in accordance with the format outlined below.
4. Sign lettering should be black on a white background, 50mm high bold and both upper and lower case. The words **NOTICE** should be upper case and 100mm high.
5. The sign should be placed along the front of the property, approximately mid-point between the two adjacent lot lines and should be erected a minimum distance of 3 metres from the lot line, but no farther than 6 metres from the said lot line. The front is deemed to mean the frontage with primary road access. In the case of properties with more than one street frontage (corner property), two (2) signs will be required to be erected on each frontage following the same placement parameters. No sign should be placed within a distance of 9 metres from the intersection of streetlines on a corner lot.
6. Upon posting the sign on the property, and prior to the holding of the Public Meeting, the Applicant shall provide the Director with a declaration, provided in Appendix H, verifying that the required sign has been posted in accordance with all requirements of the applicable guidelines. If the sign was not posted as required, it may delay the processing of the application, and/or the public meeting may need to be postponed and rescheduled at the Applicant's expense.
7. Within 15 days of an affirmative notice of complete application, a complete application sign shall be posted on the property and remain posted throughout the processing of the application. For a public meeting, the sign shall be posted a minimum of 20 days prior to the date of the Public Meeting. In both cases, the signs should be removed within 7 days of the Site Alteration Permit being issued, or the Town may remove the said sign at the expense of the owner.
8. The text of each sign is to read or be similar to the following:

Notice of Complete Application:

NOTICE

Complete Application has been made (insert Date) for the Town of New Tecumseth Site Alteration and Fill By-law #2020-007 to permit the site alterations of (*proposed use*) on this property.

Information related to the proposed application can be viewed in the offices of the Engineering Department between 8:30 a.m. and 4:30 p.m., Monday to Friday, 10 Wellington Street East, Alliston or on the Town's website www.newtecumseth.ca.

Further information relating to the (category of proposed site alterations) or a written copy of this notice is available from the Director of Engineering and Development, Town of New Tecumseth, Administration Centre, 10 Wellington Street East, Alliston. Telephone: (705) 435-3900 or (905) 729-0057 or on the Town's website www.newtecumseth.ca.

Notice of Complete Application and Public Meeting:

NOTICE

Complete Application has been made (insert Date) for the Town of New Tecumseth Site Alteration and Fill By-law #2020-007 to permit the site alterations of (*proposed use*) on this property.

A Public Meeting will be held at (location), (address) on (date) at (time). Any person may write in advance or attend to present submissions.

(Optional text for Large Scale)The Owner is required to enter into an agreement with the Town to satisfy all conditions of the Town, with regard to such matters as the Town may consider necessary prior to the issuance of a Permit.

Further information relating to the (category of *proposed site alterations*) or a written copy of this notice is available from the Director of Engineering and Development, Town of New Tecumseth, Administration Centre, 10 Wellington Street East, Alliston. Telephone: (705) 435-3900 or (905) 729-0057 or on the Town's website www.newtecumseth.ca.