

## Requirements for applying for a sign permit under By-Law No. 1353-00



To help prevent any unnecessary delays in the processing of your sign permit, please read the following information.

- 1. Complete all portions of the sign permit application, date and sign. Incomplete applications will **not** be processed.
- 2. Every application must be provided with the following information where applicable:
  - a site plan showing the street and property boundaries of the property on which the sign is proposed to be erected;
  - the proposed location of the sign in relation to the other structures, property boundaries and adjoining premises;
  - plans or drawings to scale indicating the dimensions, the materials to be used in construction and the method of illumination;
  - side view (elevations) drawings to scale showing the size and height of the sign as well as the wording of the sign;
  - the method in which the sign will be erected;
  - when the sign is required to be designed by a professional, the drawings must bear his/her stamp and signature;
  - the full permit fee must be paid at the time the permit application is submitted to the Municipality of Wawa for processing.

## FURTHER INFORMATION TO ASSIST YOU:

1.	The permit fee will be calculated as follows:	First square metre (10 sq. ft.)	\$
		Each additional square metre (10 sq. ft.)	\$
		Alterations	\$

- 2. No one shall erect, display, alter or repair any sign located within the Municipality of Wawa unless they have obtained a sign permit from the Chief Building Official. Where a sign has been erected before a permit is issued, the permit fee will be doubled.
- 3. Signs are **NOT** permitted within residential areas.
- 4. Signs cannot be erected so that they will interfere with the use of fire escapes, exit from buildings, windows, doors, stairways, sidewalks, or streets.
- 5. All projecting signs shall be erected, placed and maintained in such a manner that the following table shall be adhered to:

Minimum Height	Maximum Projection	
11 feet (3.35 metres)	6 feet (1.83 metres)	
12 feet (3.66 metres)	8 feet (2.44 metres)	
13 feet (3.96 metres)	10 feet (3.05 metres)	

- 6. Signs erected on posts (free standing) must have a minimum clear height of 1.5 metres (5 feet) measured from the ground to the bottom of the sign and where there is a base, ie.: planters, it's maximum height cannot exceed 1 metre (3 feet).
- 7. Except for automotive service identification signs, signs cannot be located within the minimum side yards as indicated below:

ZONE	MINIMUM SIDE YARD	
C1 – General Commercial	4.5 m * (14ft9in.)	
C2 – Local Highway Commercial	3.0 m ** (9ft10in.)	
C3 – Highway Commercial		
C4 – Water Front Commercial	4.5 m * (14ft9in.)	
MI – General Industrial	3.0 m *** (9ft10in.)	
M2 – Restricted Industrial	4.5 m **** (14ft9in.)	
M3 – General Industrial	15 m (49ft.)	
I – Institutional	3.0 m ** (9ft10in.)	
RU – Rural	1.2 m (4ft.)	

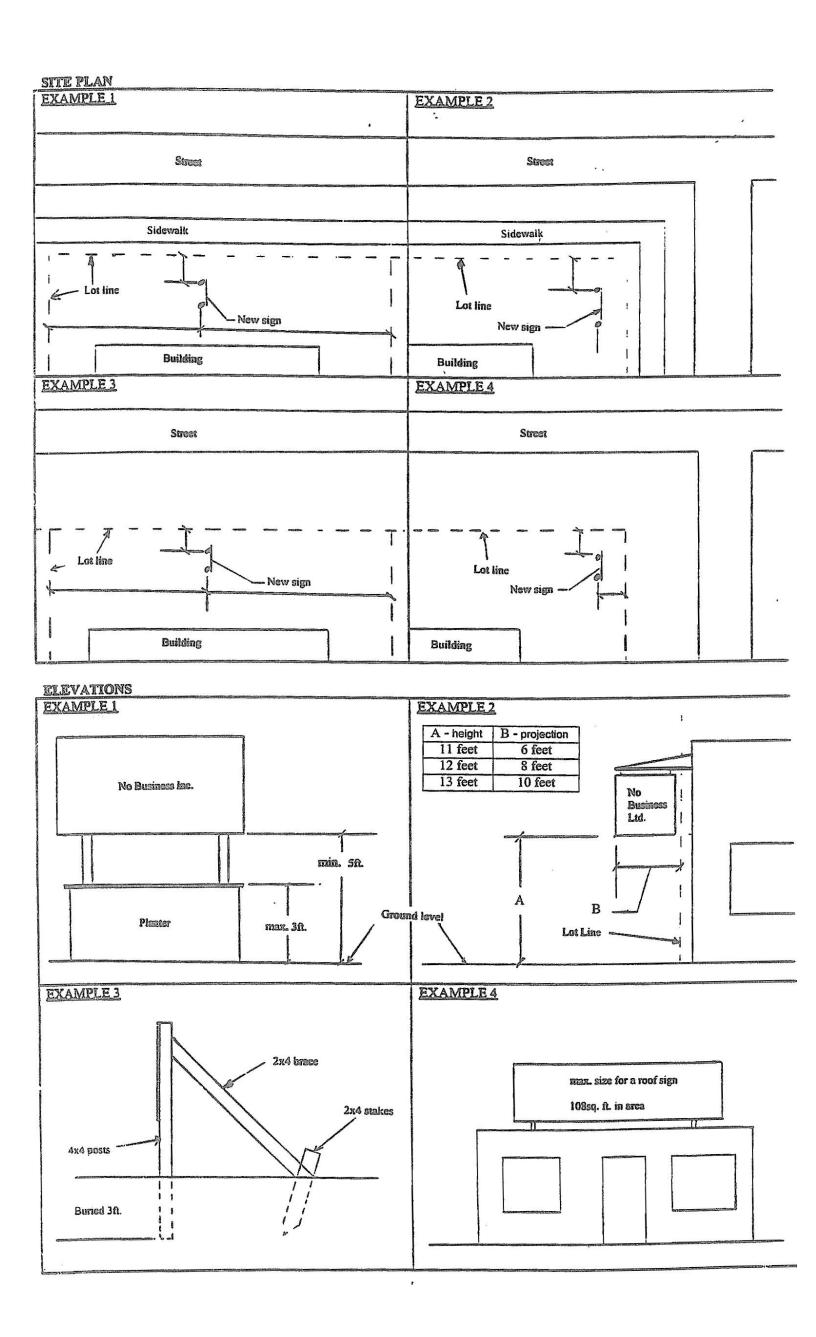
<sup>\*</sup> If abutting a Residential Zone only.

\*\*\* If abutting a Residential Zone, the minimum side yard shall be 7.5 metres (24ft.-7in.)

\*\*\*\* If abutting a Residential Zone, the minimum side yard shall be 15 metres (49ft.)

Note: This information is of a general nature only. Please refer to the By-Law for the legal interpretation.

<sup>\*\*</sup> If abutting a street, the minimum side yard shall be 3.5 metres (11ft.-5in.)





## Municipality of Wawa **Building Department** Sign Permit Application (By-Law No. 1353-00)



Name of Applicant:  Mailing Address:  Phone Number:  Business Name:  Business Address:  Phone Number:  Sign Location:  Gudiress or property description)  PERSON(S) ERECTING THE SIGN — SAME AS APPLICANT.  Name:  Address:  Phone Number:  Sign Location:  Gudires or property description)  PERSON(S) ERECTING THE SIGN — SAME AS APPLICANT.  Name:  Address:  Phone Number:  Sign Location:  Gudiress or property description)  PYPE OF PERMIT BEING APPLIED FOR:  PYPE OF PERMIT BEING APPLIED FOR:  PYPE OF PERMIT BEING ERECTED:  Free standing   vall sign   roof   other  NDICATE THE DOCUMENTS BEING SUBMITTED WITH THE APPLICATION  A site plan showing the street and property boundaries of the property on which the sign is proposed to be erected, the proposed location of the sign in relation to the other structures, property boundaries and adjoining premises;  Plans or drawings to scale indicating the dimensions, the materials to be used in the construction and the erection and the method of illumination;  Side view (elevations) drawings to scale showing the size and height of the sign as well as the wording of the sign;  When the sign is required to be designed by a professional, the drawings must bear his stamp and signature (see reverse side for professional designed requirements);  Other document:					For Office Use:	
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I am the owner or authorized agent of the owner of the above application, and I certify the truth of all the statements and representation contained herein	I am the owner or	authorized agent of t	he owner of the above app	lication, and I certify the truth of	all the statements and representation contained herein	
and attached hereto.  I agree if a permit is issued, not to depart from the plans, specifications or location proposed in this application.						
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Applicant's Signature

Date of Application

## Requirements for a professional design:

APPROVED BY:

- 1. A sign structure shall be designed by an Architect or Professional Engineer where it is:
  - a ground sign which exceeds 7.5 m (24ft.-7in.) in height above the adjacent finished ground; or
  - a projecting sign which weighs more than 115 kg (245lbs.); or
  - a sign mounted on a roof with any one face having a surface area exceeding 10 sq. m. (108sq.ft.)
- 2. A projecting sign shall not be attached or fastened in any manner to a parapet wall unless designed by an ARCHITECT OR PROFESSIONAL ENGINEER.

For office use:					
Permit Application Review Date:					
3.2					
2.2	Signs shall not be located within a reside				
4.4	Projecting sign shall be erected, placed a adhered to:	nd maintained in such a manner	that to the following table shall be		
	Minimum Height	Maximum Projection			
	11 feet (3.35 metres)	6 feet (1.83 metres)			
	12 feet (3.66 metres) 13 feet (3.96 metres)	8 feet (2.44 metres) 10 feet (3.05 metres)			
4.5	Projecting sign cannot extend over 10 ft.	Over lot line i.e. municipal prop	perty		
4.6	Free standing sign must have a clear heigh	ght of 5 ft. To the bottom and the	base no higher than 3 ft.		
4.8	Signs located in side yards must comply	with schedule "C"			
	Signs cannot interfere with another busin	ness, driveway, sidewalk or stree	t		
✓ In co	ompliance O Not in compliance	Subsequently corn	rected Not applicable		
REMARKS:	: □ SEE ATTACHED.				
APPROVED	O BY:				
On site inspe	ection				
		Date:			
3.2	Signs designed by a professional must be	ear his/her stamp and signature			
2.2	Signs shall not be located within a reside	ential zone			
4.4	Projecting sign shall be erected, placed a adhered to:	nd maintained in such a manner	that to the following table shall be		
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✓ In compliance O Not in compliance Ø Subsequently corrected — Not applicable					
REMARKS:   SEE ATTACHED.					
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