

# Town of Portugal Cove-St. Philip's

## Sign Usage Policy

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's, the following policy was adopted on the 18<sup>th</sup> day of August 2020.

---

### **1.0 TITLE**

1.1 This document shall be known and cited as the *Sign Usage Policy*.

### **2.0 INTERPRETATIONS**

2.1 “**Council**” shall mean the Town Council of Portugal Cove – St. Philip's.

2.2 “**Town**” shall mean the Town of Portugal Cove – St. Philip's.

### **3.0 POLICY STATEMENT**

3.1 The purpose of this policy is to ensure the conditions of all signage shall be maintained by the proper owner and shall not to detract from the aesthetic of the community nor interfere or obstruct traffic movement within the Town.

### **4.0 APPLICATION**

4.1 This policy shall apply to all signage used within the Town of Portugal Cove – St. Philip's

### **5.0 POLICY PROCEDURE**

5.1 A permit and approval is required for all signage within the Town. In addition to a completed application, the following information is required to erect a sign for a business:

(i) A drawing of the sign indicating size and all relevant features.

(ii) A drawing outlining the intended location of the sign if it is intended to be mounted on a building.

(iii) A survey of the property indicating sign location if it is free-standing.

(iv) A cost estimation for the sign.

(v) Whether the sign is illuminated or non-illuminated.

(vi) All signs located in a designated Heritage Area must comply with Heritage regulations

(vii) For ground or pylon signs, in addition to a location plan (preferably on a survey), drawings of the structure, connections, and foundation, stamped and signed by a Professional Engineer are also required. (Very small signs may be exempted from this requirement.)

## **6.0 CONSEQUENCES AND PENALTIES**

6.1 Any sign within the Town found to be in poor or dilapidated condition, and/or found to have been erected without a permit and proper application, shall be removed by the Town at the owner's expense. A letter of warning shall be issued prior to removal with a 30 day compliance deadline.

## **7.0 REPEALS**

7.1 None.

## **8.0 AMENDMENTS**

8.1 None.

## **9.0 INITIAL EFFECTIVE DATE / RESOLUTION**

9.1 Date effective: August 18, 2020, Motion #: 2020-181