

# SIGN POSTING GUIDELINES

## Terms for Sign Posting Process

1. You must have a sign posted by \_\_\_\_\_  
(Must be filled out by Planning Staff)
2. A staff member from the Development Services & Engineering Department has filled in the “Sign Information Sheet” provided in package.
3. Present “Sign Posting Guidelines Sheet” as well as “Sign Design Template” to your selected sign company. Please see attached list for local sign companies.

## Posting the Sign

1. Photographic proof of your sign posting will need to be emailed to \_\_\_\_\_, at \_\_\_\_\_ by the end of the day on \_\_\_\_\_.  
(Must be filled out by Planning Staff)
2. As the sign must be visible to the public, it must be placed at the principal entrance of the subject lands (where it abuts a Public Street or Right of Way).
3. **If your property has frontage on two (2) streets (in the instance of a corner lot or a through lot) then you will be required to post a sign at each of the street frontages.**
4. If your property does not have adequate frontage in which to post a sign, the sign can be placed in a front facing window or affixed to a front facing building façade.
5. Refer to “Sign Design Template” for appropriate placement of the sign.

## Removal of the Sign

1. If your sign becomes damaged or stolen it will be the responsibility of the applicant to replace the sign.
2. A representative from the Development Services & Engineering Department – Planning Division will instruct you when to remove signs.
3. Signs should not be removed prior to the date specified by the Development Services & Engineering Department – Planning Division.



Development Services and  
Engineering Department

T: 705-325-2221  
F: 705-329-2670  
info@orillia.ca  
orillia.ca  
50 Andrew St. S., Suite 300,  
Orillia, ON L3V 7T5

## LIST OF LOCAL AREA SIGN COMPANIES

Creechers Design  
2 Sunset Crescent  
Orillia, ON L3V 7Z6  
(705) 326-5646

Georgian Mobile Signs  
53 Churchill Drive, unit 3  
Barrie, ON L4N 8Z5  
(705) 737-1275  
www.georgianmobilesigns.com

Kempenfelt Wide Format  
110 Saunders Road, Unit 6  
Barrie, ON  
(705) 739-7446

Owen Sign Craft  
48 Ellen Street  
Barrie, ON L4N 3A4  
(705) 728-6666  
www.owensigncraft.com

Pinnacle Graphix  
11789 Highway 12,  
Barrie, ON L0R 1N0  
(705) 790-4375  
www.pinnaclegraphix.com

SIGNMAN  
2234 Highway 12  
Brechin, ON  
(705) 484-0000

Speedy Signs  
4337 Burnside Line  
Orillia, ON L3V 6H4  
(705) 326-3080

The Sign Guys  
781 Atherley Road  
Orillia, ON L3V 1P7  
(705) 325-6654

Trillium Sign & Designs  
10 Hamilton Road  
Barrie, ON L4N 8Y5  
(705) 722-0006  
www.trilliumsigns.com



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- City Staff have filled in the appropriate information in the blanks below.
  - It is y
  - It is \
- INFORMATION FOR SIGN COMPANIES**

**PUBLIC NOTICE**

**Zoning By-law Amendment Application**  
**Temporary Use By-law Amendment Application**  
**Official Plan Amendment Application**  
(Please choose one of the above)

**Subject Property:**  
\_\_\_\_\_  
(Municipal Address)

The **Zoning By-law/Official Plan Amendment** application is to  
**rezone/redesignate** the **property** from  
\_\_\_\_\_ to  
\_\_\_\_\_ in order to  
**permit**  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Describe the proposal)

**INFORMATION AVAILABLE:**  
For more information about this matter, including Public Meeting  
schedules, information about your appeal rights, or additional information  
and material relating to this proposal please visit the City of Orillia's  
Development Services and Engineering Department, 3rd floor, City Hall  
(50 Andrew St. S) between the hours of 8:30 a.m. and 4:30 p.m. Monday  
to Friday or contact the individuals below.

**City of Orillia Contact:** \_\_\_\_\_  
(Staff's Contact Name/Phone Number/Email)

City File No: D\_\_ - \_\_\_

Date Posted: \_\_\_\_\_

### Sign Design Template

**PUBLIC NOTICE** → BOLD (ALL CAPS)

**Zoning By-law** → BOLD

**Amendment Application** → BOLD

Subject Property: 1234 Branko Avenue → BOLD (Subject Property Only)

**Existing:** → BOLD

First Density Multiple Residential (RM1) Zone

**Proposed:** → BOLD

Second Density Multiple Residential Exception

**To Permit:** → BOLD

A Four Storey Townhouse (26 units)

Information regarding this proposal and Public Meeting schedules can be obtained at the City of Orillia Department of Planning and Development, 3rd floor, City Hall (50 Andrew St.) between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday.

**Please Contact:** (705) 325-3977 → BOLD (Please Contact) Only

**City File No.** D14-879 → BOLD (City File No.) Only

Date Posted: June 2, 2009

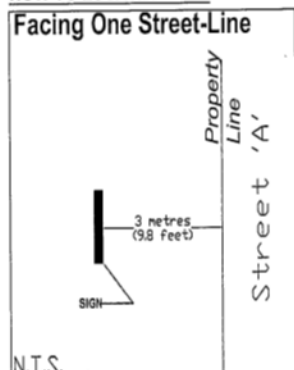
→ MATERIAL: 1/2 INCH PRESSURE TREAT OR DECAY RESISTANT MATERIAL (MIN) WITH WHITE BACKGROUND

→ ITALICS

→ DECAY RESISTANT MATERIAL

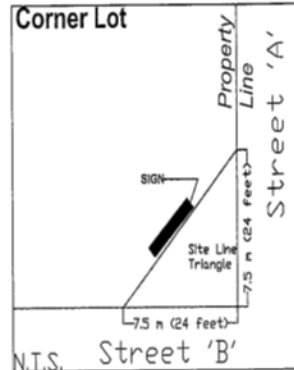
#### HOW TO LOCATE A SIGN

**Facing One Street-Line**



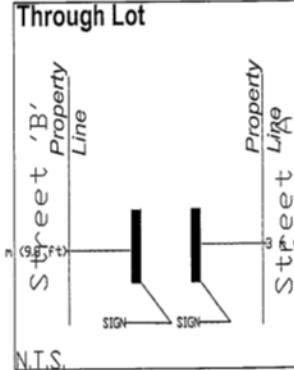
N.T.S.

**Corner Lot**



N.T.S.

**Through Lot**



N.T.S.

MINIMUM HEIGHT: 1 METRE (3.28 FEET)

NOT TO SCALE (N.T.S.)

GRADE

Planning & Development Department  
July 2009

\*Please note that the size of the sign itself is to be **24 inches wide by 32 inches high.**\*



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Engineering Department

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**SIGN AND RETURN ONLY THIS PAGE TO THE DEVELOPMENT SERVICES &  
ENGINEERING DEPARTMENT – PLANNING DIVISION AT THE CITY OF ORILLIA.**

If you have additional questions before signing please contact the undersigned.

IN THE MATTER OF \_\_\_\_\_ in the City of  
Orillia, as part of the County of Simcoe, hereinafter referred to as “the property”.

I, \_\_\_\_\_, Owner/Authorized Agent of  
\_\_\_\_\_ [if applicable],

DO SOLEMNLY AFFIRM AND DECLARE THAT:

I have read the “Sign Posting Guidelines” and agree to the terms associated therein.

And that the information contained here and contained in the documents that  
accompany this application is true.

I further acknowledge and agree that I am responsible for placement of the sign, and  
replacement of the sign should it become damaged or lost.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please Hand Deliver, Email or Mail this document to the following:

Email: [planning@orillia.ca](mailto:planning@orillia.ca)  
Mail: Development Services & Engineering Department - Planning Division  
Orillia City Centre  
50 Andrew Street South, Suite 300  
Orillia, ON  
L3V 7T5