

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

Debes Signs Inc.
23 Progress Drive. Unit 4
Orillia, ON L3V 6H1
1-877-253-3646
www.debessigns.com

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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INFORMATION FOR SIGN COMPANIES

- City Staff have filled in the appropriate information in the blanks below.
- It is your responsibility to submit to a sign company of your choice.
- It is very important that printing is clear and legible.

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)

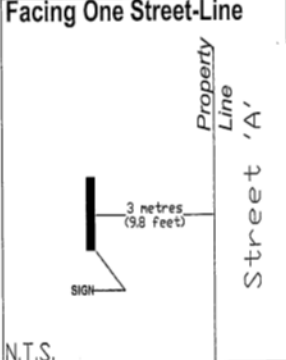
Information regarding this proposal and Public Meeting schedules can be obtained at the City of Orillia Department of Planning and Development, 3rd floor, City Hall (50 Andrew St.) between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday.

Please Contact: (705) 325-3977 — BOLD (Please Contact) Only

City File No. D14-879 — BOLD (City File No.) Only Date Posted: June 2, 2009

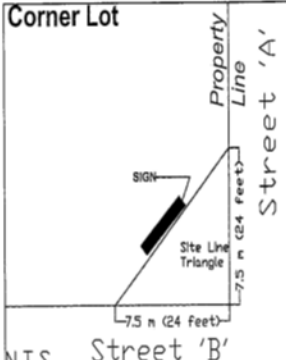
HOW TO LOCATE A SIGN

Facing One Street-Line



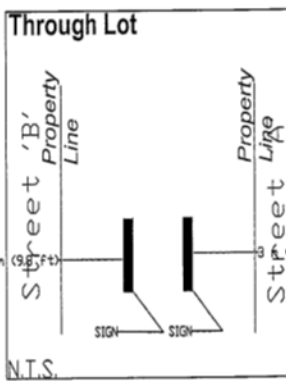
N.T.S.

Corner Lot



N.T.S.

Through Lot



N.T.S.

MINIMUM HEIGHT: 1 METRE (3.28 FEET)

NOT TO SCALE (N.T.S.)

DECAY RESISTANT MATERIAL

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.***



Development Services and
Engineering Department

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Orillia, ON L3V 7T5

**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
Mail: Development Services & Engineering Department - Planning Division
Orillia City Centre
50 Andrew Street South, Suite 300
Orillia, ON
L3V 7T5