



SIGN BYLAW NO. 913, 2009

CONSOLIDATED VERSION FOR CONVENIENCE ONLY

Includes Amendment Bylaw:

954, 2011

**DISTRICT OF CHETWYND
SIGN BYLAW NO. 913, 2009 – CONSOLIDATED VERSION**

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SCHEDULE

- A SIGN DESIGN GUIDELINES
- B SIGN APPLICATION AND PERMIT
- C MAP DEFINING 'DOWNTOWN CENTRE'

DISTRICT OF CHETWYND

BYLAW NO. 913, 2009 – CONSOLIDATED VERSION

A Bylaw to regulate signs

WHEREAS pursuant to the *Community Charter* the Council may exercise their authority in relation to the erection, placing, alteration, maintenance, demolition and removal of signs, sign boards, advertising, advertising devices and structures;

NOW THEREFORE, the Council of the District of Chetwynd, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “District of Chetwynd Sign Bylaw No. 913, 2009.

2. DEFINITIONS

“Balloon Sign” means an air inflated structure that is attached to the ground or other structure;

“Backlit Sign” means a sign illuminated by artificial light source located behind the front face of the sign;

“Banner Sign” means a flexible plastic or fabric sign, excluding an awning affixed to a building or a flag;

“Bench Sign” means a sign forming part of or attached to a bench;

“Billboard Sign” means a sign used by third parties to advertise products, activities or services at a location other than the location where the product, activity or service is located;

“Building” means any structure used or intended for supporting or sheltering any use or occupancy;

“Building Projection” means any projection from a building, other than a canopy;

“Bulletin Board” means a permanent sign used to display public events and notices;

“Business” means carrying on a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit;

“Bylaw Enforcement Officer” means the person appointed by the Council to enforce this Bylaw;

“Canopy” means a permanent hood, cover or shelter, other than a projecting roof, which projects from the wall of a building;

“Canopy Sign” means a sign attached to a canopy or located on the face of a canopy;

“Changeable Copy Sign” means a sign on which all or part of the copy can be changed manually or electronically;

“Clearance” means unobstructed space between a sign and the ground surface beneath the sign;

“Commercial Sign” means a sign advertising a business;

“Community Sign” means a sign advertising a community service or event which is carried on by a not for profit organization for the betterment of the community;

“Comprehensive Sign Plan” means a plan combining drawings and text showing the number, design, appearance, location and elevation of all existing and proposed signs on a parcel;

“Copy” means the text, illustrations and symbols on a sign;

“Copy Area” means the area within the shortest line surrounding the copy;

“Development Sign” means a temporary sign indicating that a construction, development or subdivision project is planned or underway;

“Directional Sign” means a permanent sign which only communicates information regarding pedestrian or vehicular movement on the parcel on which the sign is located;

“Director of Engineering and Public Works” means the person appointed as such by Council for the District of Chetwynd and any person designated to assist in carrying out any duties under this Bylaw;

“Display Box” means a fascia, freestanding, Sandwich Board Sign or window sign designed to display current restaurant menus, real estate listings and entertainment events;

“District” means District of Chetwynd or the territorial area within its boundaries, as the context requires;

“Fascia Sign” means a flat sign affixed on and parallel to the wall of a building, not extending beyond the horizontal width of the building nor above the roof line of the building;

“Flashing Sign” means a sign which includes or reflects an intermittent or flashing light source to attract attention but excludes a changeable copy sign indicating time, temperature, date or electronically controlled messages;

“Freestanding Sign” means a sign supported by a sign structure fixed to the ground and independent from any other building or structure;

“Frontage” means the length of each property boundary adjoining a highway, excluding a lane;

“Grade” means the average ground surface elevation within 6.5 m. (21.33 ft.) around a sign;

“Height” means the vertical distance from the grade below the sign to the highest point of a sign;

“Highway” includes a street, road, land, bridge, viaduct and any other way open to public use, but does not include a private right of way on private property;

“Home Based Business Sign” means a sign indicating that a home based business as defined in the Zoning Bylaw is carried out on the premises;

“Identification Sign” means a sign, including a Window Sign which displays the name, address and number of a building, institution or person, or a description of an activity in the building or institution or the occupation of the person, and is located on the premises where the building institution, or person is located;

“Illuminated Sign” means a sign artificially illuminated by an internal or external source;

“Light Pollution” means any adverse effect of artificial light including sky glow, glare, light trespass, light clutter or decreased visibility at night;

“Political Sign” means a temporary sign announcing, supporting or drawing attention to a political candidate or party or issues pertaining to any local, provincial or federal election or referendum;

“Portable Sign” means a sign not permanently affixed to the ground or to a building;

“Projecting Sign” means any sign other than a canopy or Fascia Sign, which is attached to and projects more than 0.3m. (0.98 ft.) from a structure or building wall;

“Public Place” means any area or any lands under the care, occupation, possession, management and jurisdiction of the District of Chetwynd, including highways;

“Real Estate Sign” means a temporary sign indicating the parcel or premises on which the sign is location is ‘for sale’, ‘for rent’, ‘for lease’, or ‘sold’.

“Roof Line” means the line formed by the intersection of the exterior walls of a building with the roof of the building, including a false roof;

“Roof Sign” means any sign erected or placed wholly or partly on a roof or parapet of a building or structure;

“Sandwich Board Sign” means a self supporting, non-illuminated portable sign consisting of two flat surfaces joined at one end;

“Setback” means the minimum permitted distance required under this Bylaw between a sign and a parcel boundary;

“Sign” means any structure, poster, device or visual display which communicates information or attracts the attention of persons for any purpose;

“Sign Area” means the total area within the outer edge of the frame or border of a sign but where a sign has no frame or border, means the area contained within the shortest line surrounding the copy;

“Sign Structure” means a structure constructed for the purpose of supporting a sign;

“Special Design Freestanding Sign” means a sign, except billboard, supported independent of and visibly separate from a building or other structure and securely affixed to the ground;

“Temporary Sign” means a sign displayed for a limited period of time in accordance with this Bylaw;

“Use” means the purpose for which a building, lot, sign or other structure is arranged, intended, designed, occupied or maintained;

“Window Sign” means a sign painted on or attached to or installed inside a window for viewing from outside the premises; and

“Zoning Bylaw” means the District of Chetwynd Zoning Bylaw No. 816.”

3. MEASUREMENTS

All measurements in this Bylaw are expressed in the Standard International Units (metric) system. The approximate equivalent in the Imperial system, shown in brackets following each metric standard, is included for convenience only.

4. ZONING BYLAW

In the event of any conflict between the provisions of this Bylaw and the provisions of the Zoning Bylaw, the provisions of the Zoning Bylaw shall prevail.

5. GENERAL REGULATIONS

5.1 Application of Bylaw

5.1.1 This Bylaw applies to the erection, placement, alteration, maintenance, demolition, removal, number, size, type, form, appearance, and location of signs on all real property within the District.

5.1.2 No person shall erect, construct or maintain a sign except as provided in this Bylaw.

5.1.3 Nothing in this Bylaw relieves a person from complying with all other applicable enactments, including Federal and Provincial legislation and all District Bylaws.

5.1.4 The application of this Bylaw to signs may be subject to a development permit or development variance permit issued by the District.

5.2 Exemptions

This Bylaw does not apply to:

- (a) Notices issued by the Government of Canada, the Government of British Columbia, a Court or the District;
- (b) Traffic control devices provided for in the *Motor Vehicle Act*;
- (c) Signs on or over District highways installed or authorized by the Director of Engineering and Public Works for the control of traffic and parking, or for street names and directions;
- (d) Signs located in the interior of buildings and not visible from a highway;
- (e) Works of art that do not include a commercial message or a political message;
- (f) Holiday lights and other decorations that contain no commercial message; and
- (h) Flags.

5.3 Non-Conforming Signs

5.3.1 Any sign lawfully in existence at the time of adoption of this Bylaw, although such sign does not conform to the provisions of this Bylaw, may continue to be used provided it is maintained in a clean, safe and state of good repair.

5.3.2 Any sign lawfully in existence at the time of adoption of this Bylaw shall not be reconstructed, altered or moved except in full compliance with the provisions of this Bylaw.

5.4 Maintenance of Signs

5.4.1 Normal sign maintenance, including replacement of copy, lighting and refurbishing of signs shall not require a sign permit, but shall conform to all other requirements of this Bylaw.

5.4.2 In the interests of public safety all signs, including non-conforming signs, shall at all times be maintained structurally sound and free from defects from decay or failure of structural members, fixtures, lighting or appurtenances.

5.4.3 All sign area, background, copy, lighting and embellishments shall be maintained in readable, clean and neatly painted condition, including all metal parts and supports and the site of the sign shall be maintained free of mud, weeds, debris and rubbish.

5.5 Sign Appearance

5.5.1 The materials used in a sign structure and the form of a sign structure shall be compatible with the materials used in the principal building on the parcel and the architectural form of that building.

5.5.2 The design of every sign shall not detract from the architectural integrity of any building or structure to which it is attached, or beside which it is located.

5.5.3 The arrangement and grouping of signs on a building shall be integrated with the architecture of the building.

5.5.4 Structural supports, bracing and ties for signs shall be kept to a minimum number, consistent with structural adequacy and as much as possible shall be concealed within the body of the sign itself.

5.6 Sign Design Guidelines

Where applicable, signs shall follow the Sign Design Guidelines attached as Schedule “A” to this Bylaw.

5.7 Signs in Public Places

5.7.1 No sign shall be placed, tacked, posted or otherwise affixed to any structure, tree, pole, hydrant, bridge, fence or any other surface within a public place without the approval of the Director of Engineering and Public Works and in accordance with this and other Bylaws of the District.

5.7.2 Signs advertising special events for community events or activities, and charitable fundraising campaigns may be placed in public places with the approval of the Director of Engineering and Public Works and in accordance with the Bylaws of the District.

5.7.3 Only Banner Signs, Sandwich Board Signs, Balloon Signs, Directional Signs, Display Boxes or Portable Signs are permitted in public places.

5.7.4 No sign shall be displayed in such a manner that it obstructs any door opening, passageway, fire escape, walkway or similar feature.

5.7.5 Signs over highways and public places must be in accordance with section 5.10 of this Bylaw.

5.7.6 Signs in public places shall be removed within seven (7) days of the termination of the event or activity which the sign advertises.

5.7.7 The Director of Engineering and Public Works may remove and impound any sign found in contravention of section 5.7.6, at cost to the owner for the removal of the sign.

5.7.8 Any sign impounded under section 5.7.7 may be reclaimed by its owner within five (5) days of its impoundment. If the sign has not been reclaimed within five (5) days of its impoundment, the sign may be destroyed and disposed of by the District as it sees fit, without compensation by the District.

5.8 Bulletin Boards

5.8.1 Bulletin Boards may be installed at locations approved by the Director of Engineering and Public Works for the placement or posting of communications.

5.8.2 Communications may be attached to a Bulletin Board by the use of removable tacks and must not be permanently attached.

5.9 Hazardous Signs

5.9.1 No person shall place or construct a sign or its lighting or permit a sign or its lighting to be placed or constructed so that it:

- (a) creates a hazard to the safe, efficient movement of vehicular or pedestrian traffic;
- (b) interferes with the movement of vehicular or pedestrian traffic;
- (c) interferes with traffic control devices; or
- (d) interferes with or obstructs visibility on a highway.

5.9.2 Where it is determined by the Director of Engineering and Public Works or the Bylaw Enforcement Officer that a sign or the lighting for a sign interferes with or obstructs traffic control devices or movement of vehicular or pedestrian traffic, the sign shall be removed.

5.9.3 No sign shall be placed in a manner that may obstruct any window opening, door opening, passageway, fire escape, walkway, vehicular driveway or other opening required or used to provide air, access, egress, light or ventilation to or from a building or structure. Where the Director of Engineering and Public Works or the Bylaw Enforcement Officer determines that a sign has created this obstruction, the sign shall be removed.

5.10 Approval of Signs Over Highway or Public Place

No sign shall be located upon or over a highway or other public place without the approval of the District and the grant of a licence, permit, or easement by Council under section 35 of the *Community Charter*.

5.11 Abandoned and Obsolete Signs

5.11.1 When a sign either no longer serves its intended purpose, or ceases to contain accurate information, the owner of the real property on which the sign is located shall remove the sign within fourteen (14) days, at the owner's cost.

5.11.2 Where a sign has not been removed under section 5.11.1, the Director of Engineering and Public Works may remove and impound the sign at the owner's cost.

5.11.3 Any sign impounded under section 5.11.2 may be reclaimed by its owner within five (5) days of its impoundment. If the sign has not been reclaimed within five (5) days of its impoundment, the sign may be destroyed and disposed of by the District as it sees fit, without compensation by the District.

5.12 Removal of Temporary Signs

Any temporary sign which is displayed on any parcel shall be removed by the owner of the parcel within three (3) days of the termination of the event to which the sign relates.

5.13 Repair and Removal of Permanent Signs

5.13.1 In the case of any sign erected in contravention of this Bylaw, or which by reason of location, construction or deterioration, constitutes a hazard, the Director of Engineering and Public Works may, by written order, direct such sign to be repaired or removed by the owner within a specified time limit.

5.13.2 Should the owner fail to comply with a removal order under 5.13.1, the Director of Engineering and Public Works is hereby authorized to remove and impound the sign. The sign shall not be returned to the owner until the District has been reimbursed for all expenses incurred in its removal.

5.13.3 Any and all expenses incurred by the District in the removal of any sign under 5.13.2 shall be payable forthwith by the owner of the said real property upon which the sign was located, and failure to pay forthwith shall render the said owner liable for the payment thereof and such expenses shall be added to and become a part of the unpaid taxes at the end of any calendar year in which the said expenses remain unpaid.

5.13.4 The District shall not be responsible for any damage caused to any sign, or to any real property from which a sign was removed under the provisions of this Bylaw as a result of the removal of the sign by the District.

5.14 Removal of Signs - Highways and Public Places

5.14.1 Any sign occupying a portion of a highway or other public place in contravention of this Bylaw may be removed by the Director of Engineering and Public Works or Bylaw Enforcement Officer. Fines and the costs of removal of the sign shall be payable to the District by the owner.

5.14.2 Any and all expenses incurred by the District in the removal of any sign under this section shall be payable forthwith by the owner of the said real property upon which the sign was located, and failure to pay forthwith shall render the said owner liable for the payment thereof and such expenses shall be added to and become a part of the unpaid taxes at the end of any calendar year in which the said expenses remain unpaid.

5.15 Signs With Electrical Components

Signs with electrical components, including illuminated signs, must:

- (a) obtain an electrical permit issued under the Electrical Safety Regulation, B.C. Reg. 100/2004; and
- (b) be constructed and installed in accordance with the B. C. Electrical Code.

5.16 Sign Illumination

5.16.1 No sign shall be illuminated in any way that creates a direct glare upon an adjoining property or highway.

5.16.2 Any external illumination of signs must be shielded to prevent light pollution.

5.16.3 A sign located at the rear or side of any building shall not be illuminated if such sign is within 30 metres (98.43 ft.) of any residential zone.

5.16.4 Illumination on signs does not apply to holiday lights or signs on motor vehicles.

5.16.5 Illumination of signs is only permitted where specified under this Bylaw and where approved by the Director of Engineering and Public Works.

6. SIGN COPY AND SIGN EMISSIONS

The following are not permitted on or from signs located or displayed within the District:

- (a) Emission of sound, odour or matter;
- (b) Statements, words or pictures of an obscene or pornographic nature.

7. SPECIFIC SIGN REGULATIONS

The following regulations apply specifically to the types of signs referred to in each section heading.

7.1 Balloon Signs

7.1.1 A Balloon Sign shall be securely anchored to a base, which shall be securely anchored to the surface on which it rests.

- 7.1.2 The height of a Balloon Sign shall not exceed 8.0 m (26.2 ft.) above the base of its supporting structure.
- 7.1.3 No person shall erect a Balloon Sign on real property for more than thirty (30) days in any calendar year.
- 7.1.4 No Balloon Sign shall be erected in a location or manner such that if it collapses, vehicular or pedestrian access will be impeded.
- 7.1.5 A Balloon Sign may be illuminated but shall not contain flashing lights or animation devices, or vary the intensity of lighting. Illumination shall be from a steady light source that is directed at the Balloon Sign and is shielded to eliminate glare when viewed by oncoming traffic.
- 7.1.6 No more than one (1) Balloon Sign shall be erected for each business on real property.

7.2 Billboard Signs

- 7.2.1 Only one Billboard Sign is permitted per parcel.
- 7.2.2 The sign area of a Billboard Signs shall not exceed 10m² (107.6 sq. ft.).
- 7.2.3 Billboard Signs are not permitted in Residential, Commercial, Institutional and Park Zones.

7.3 Banner Signs

- 7.3.1 Where a Banner Signs is permitted under the provisions of this Bylaw, the Banner Sign shall be installed for no longer than thirty (30) consecutive days in a calendar year.
- 7.3.2 Banner Signs shall be attached to its support in such a way as to prevent flapping by air movement.
- 7.3.3 Banner Signs over highways and public places must be in accordance with section 5.10 of this Bylaw.

7.4 Canopy Signs

- 7.4.1 One (1) Canopy Sign is permitted for each business occupying real property.
- 7.4.2 The sign area of a Canopy Sign shall not exceed 0.5 m²(5.4 sq. ft.) for each 1 m. (3.3 ft.) of total length of the canopy.

7.4.3 Canopy Signs not forming part of the canopy shall be directly attached to the apron of the canopy and shall have a height of not less than 2.5 m. (8.2 ft.).

7.4.4 All Canopy Signs attached to one canopy shall be of uniform height and clearance.

7.4.5 No signs shall be placed on a canopy when the length of the canopy is less than the distance the canopy projects from the building face.

7.4.6 Canopy Signs may be illuminated.

7.5 Display Boxes

7.5.1 A maximum of one (1) Display Box is permitted per principal entrance to a building or restaurant frontage.

7.5.2 Display Boxes may be fascia, freestanding, sandwich board or window signs.

7.5.3 Where a Display Box is not a window sign or a Fascia Sign, the Display Box must be located within 3 meters (10 feet) of the principal entrance of the business frontage to which it relates.

7.6 Fascia Signs

7.6.1 One (1) Fascia Sign is permitted for each business occupying real property and if the business fronts on more than one highway, one (1) Fascia Sign is permitted for each highway upon which the business fronts.

7.6.2 The total area of all Fascia Signs on a building with walls greater than 6.0 m (20 ft.) in height above grade shall not exceed 1 m² (10.8 sq. ft.) for each lineal meter (3.3 ft.) of building wall width to which the sign is affixed. The total area of all Fascia Signs on a building with walls less than 6.0 m (20 ft.) in height above grade shall not exceed 0.5 m² (5.4 sq. ft.) for each lineal meter of building wall width to which the sign is affixed.

7.6.3 No part of a Fascia Sign which projects more than 15 cm (6 in.) from the face of the building shall have a clearance of less than 2.5 m (8.2 ft.) above grade.

- 7.6.4** No Fascia Sign shall project beyond 30 cm (12 in.) from a building face and shall not extend above the sill of any window or above guardrails or balustrades immediately above such sign or beyond the corner of the wall of the building.
- 7.6.5** The upper edge of a Fascia Sign shall not be higher than the roof line or parapet of a building.
- 7.6.6** The loads for Fascia Signs shall be transmitted through the structural frame of the building to the ground in such a manner as not to overstress any of the elements thereof.
- 7.6.7** Fascia Signs may be illuminated.

7.7 Freestanding Signs

- 7.7.1** One (1) Freestanding Sign is permitted on a parcel except as otherwise permitted in this section.
- 7.7.2** The width of the sign structure of a Freestanding Sign shall be at least 75% of the greatest width of the sign which it supports.
- 7.7.3** A Freestanding Sign shall include a landscaped area approved by the Director of Engineering and Public Works extending a minimum of 0.6 m. (2 ft.) around the entire base of the sign structure.
- 7.7.4** The landscape area referred to in section 7.7.3 must be maintained in a clean manner by the sign permit holder and the sign permit holder must ensure that the area does not:
 - (a) accumulate mud, rubbish, graffiti or noxious, unsightly or unwholesome matter; or
 - (b) become overgrown with grass, vegetation, shrubs, brush or trees.
- 7.7.5** Where a parcel has a frontage in excess of 50 m. (164.0 ft.) on one highway, one secondary Freestanding Sign may be erected for each additional 50 m. (164.0 ft.) of frontage, provided the signs are at least 50 m. (164.0 ft.) apart.
- 7.7.6** The sign area of a secondary Freestanding Sign must not exceed 50% of the sign area of the principal Freestanding Sign or 10 m² (107.6 sq. ft.), whichever is less.
- 7.7.7** Where a parcel fronts on more than one highway, one additional Freestanding Sign, equal in sign area to the primary sign, is permitted for each highway upon which a parcel fronts provided that the distance between each Freestanding Sign on the parcel is at least 50 m. (164.0 ft.).

- 7.7.8** Freestanding Signs shall not exceed a height of 12.0 m. (40 ft.) measured from the grade or from the curb elevation of the fronting highway, whichever is higher.
- 7.7.9** Freestanding Signs shall not have a sign area in excess of 1.5% of the parcel area upon which the sign is located, to a maximum sign area of 18.7 m² (200 sq. ft.) per side, except as provided in subsection 7.7.11.
- 7.7.10** Freestanding Signs shall have side yard setbacks of at least 3.5 m. (11.5 ft.) and a rear yard setback of at least 6.0 m. (20 ft.).
- 7.7.11** On parcels with an area of at least 2 ha. (4.9 acres), the maximum permitted sign area of the principal Freestanding Sign permitted under section 7.7.9 is increased by 1 m² (10.8 sq. ft.) for each meter (3.3 ft.) the outer edge of the sign is set back from the front property line, to a maximum sign area of 30 m² (322.9 sq. ft.).
- 7.7.12** Where a portion of the principal Freestanding Sign is a changeable copy sign, the sign area for the principal sign may exceed the permitted sign area in sections 7.7.9 and 7.7.11, by a maximum of 6 m² (64.5 sq. ft.) provided that the additional area is no greater than that of the changeable copy sign.
- 7.7.13** Where a Freestanding Sign projects over a pedestrian traffic area such as a walkway or internal sidewalk, no part of the sign shall be less than 3 m. (10 ft.) above grade.
- 7.7.14** A Freestanding Sign may rotate provided it does not revolve more than eight (8) times per minute.
- 7.7.15** A Freestanding Sign may be illuminated in accordance with this Bylaw.

7.8 Home Based Business Signs

- 7.8.1** Only one (1) Home Based Business Sign is permitted per real property.
- 7.8.2** A Home Based Business Sign may be a Fascia, Freestanding or Sandwich Board Sign only.
- 7.8.3** Home Based Business Signs shall not exceed 0.2 m² (2.15 sq. ft.).
- 7.8.4** A Home Based Business Sign shall not be illuminated.

7.9 Projecting Signs

- 7.9.1** Not more than one (1) Projecting Sign is permitted on each parcel.
- 7.9.2** No Projecting Sign is permitted on a parcel that has a Freestanding Sign.
- 7.9.3** The sign area of a Projecting Sign shall not exceed 2.8 m² (15.0 sq. ft.) per side.
- 7.9.4** A Projecting Sign shall be attached to the building or premises to which it pertains and shall not extend above the lowest part of the roof line of the building or premises to which the sign is attached.
- 7.9.5** A Projecting Sign shall have a minimum clearance of 3 m. (10 ft.) directly below the sign.
- 7.9.6** The maximum projection of a Projecting Sign from an exterior wall of a building shall not exceed 3 m. (10.0 ft.) and shall not project to within 0.6 m. (2.0 ft.) horizontally from a curb line.
- 7.9.7** Projecting Signs may be illuminated.

7.10 Roof Signs

- 7.10.1** Roof Signs shall not exceed 20m² (215.3 sq. ft.)
- 7.10.2** Roof Signs may display or communicate information on both sides of the sign.
- 7.10.3** Roof Signs and their framework, supports and bracing may be made of metal or wood, as long as the wood is creosoted, pressure treated or painted. All connections shall be by means of galvanized bolts.
- 7.10.4** Not more than one (1) Roof Sign is permitted per building.
- 7.10.5** Roof Signs may be illuminated.

7.11 Sandwich Board Signs

- 7.11.1** Each business is permitted a maximum of two (2) Sandwich Board Signs.
- 7.11.2** Sandwich Board Signs are permitted on premises where Projecting Signs do not exist.
- 7.11.3** Sandwich Board Signs are not permitted for Home Based Businesses.

- 7.11.4** The sign area of each face of a Sandwich Board Sign located on a premises shall not exceed 2.2 m² (23.7 sq ft).
- 7.11.5** The sign area of each face of a Sandwich Board Sign permitted on public land shall not exceed 1.0 m² (10.8 sq ft).
- 7.11.6** Sandwich Board Signs located on a fronting sidewalk in the downtown core commercial shall not exceed a width of 1 m (3.3 ft).
- 7.11.7** No sign shall be located within 7.5 m (24.6 ft) of an intersection, measured from the nearest curb line or edge of road of the intersecting street or road.
- 7.11.8** Only one Sandwich Board Sign is allowed per business, unless the Sandwich Board Signs are at least 30.5 m (100.0 ft) apart.
- 7.11.9** Businesses with a fronting sidewalk are permitted to locate a Sandwich Board Sign within the first 30% of the sidewalk facing the building.
- 7.11.10** A Sandwich Board Sign must be stabilized in such a manner as to prevent the sign from being blown over or interfering in any way with pedestrian or vehicular traffic.
- 7.11.11** A Sandwich Board Sign shall not remain erected outside of the business hours of the business to which the sign relates.
- 7.11.12** A Sandwich Board Sign shall not be illuminated.
- 7.11.13** Sandwich Board Signs located on public land, including public sidewalks, are required to have a permit and insurance coverage as per Schedule “B” as attached to this Bylaw.

7.12 Special Design Freestanding Signs

- 7.12.1** Special Design Freestanding Signs shall be made of rock, timber or other material approved by the Director of Engineering and Public Works.
- 7.12.2** The location of Special Design Freestanding Signs must be approved by the Director of Engineering and Public Works.
- 7.12.3** Special Design Freestanding Signs may be permitted in public places, including boulevards, provided that the business that the sign represents is outside of the downtown centre of the District, defined in Schedule “C” attached to this Bylaw.

7.12.4 Where a location for a Special Design Freestanding Sign has been approved by the Director of Engineering and Public Works and where the location of the sign also requires approval of the Ministry of Transportation, the ministerial approval must be obtained before the installation of the sign.

7.12.5 Special Design Freestanding Signs are not permitted in residential zones as referred to in the Zoning Bylaw.

7.12.6 All Special Design Freestanding Signs and their location must be approved by the Council prior to installation.

7.12.7 Special Design Freestanding Signs may be illuminated.

7.13 Temporary Signs

7.13.1 Temporary Signs are permitted in the form of a portable sign, a Fascia Sign, Freestanding Sign, a Balloon Sign, or a Banner Sign.

7.13.2 Temporary Signs may:

- (a) advertise a new business premises;
- (b) advertise a change in use of premises;
- (c) advertise a change in trade name of business premises; or
- (d) be a sign erected during construction of an approved permanent sign.

7.13.3 Temporary Signs identified in section 7.13.2 must be located on the real property where the business or construction is taking place.

7.13.4 Subject to section 7.1.3 of this Bylaw, the holder of a permit for a Temporary Sign must remove the sign within ninety (90) days of the date of the issuance of the permit.

7.13.5 A temporary sign shall not exceed 1.5 m² (16.0 sq. ft.) in area per side.

8. ZONE RESTRICTIONS

8.1 Agricultural and Residential Zones

Bylaw No.
954, 2011

The following signs are permitted on land in the ~~R-1A, R-1B, R-1C, R-2, R-2A, R-3, R-4, R-5, RR-1, RR-2 and A-1~~ Agricultural, Residential and Mobile Home Park Zones:

- (a) “Block Parent” and “Neighbourhood Watch” signs provided that:
 - (i) The sign area shall not exceed 0.2 m² (2.15 sq. ft.);
 - (ii) Only one “block parent” sign is located on the parcel where the activity is conducted; and

- (iii) The sign shall not be illuminated.
- (b) One (1) day care centre or pre-school sign not to exceed 1.0 m² (10.8 sq. ft.).
- (c) School and hospital signs provided they conform to the provisions of this Bylaw.
- (d) Signs issued by the District.
- (e) Home Based Business Signs.

8.2 Commercial and Industrial Zones

Bylaw No.
954, 2011

The following signs are permitted in the ~~C-1, C-2, C-3, C-5, I-1, I-2 and I-3~~ Commercial, Industrial and Airport Zones.

- (a) Backlit Signs
- (b) Balloon Signs
- (c) Banner Signs
- (d) Canopy Signs
- (e) Display Boxes
- (f) Fascia Signs
- (g) Freestanding Signs
- (h) Home Based Business Signs
- (i) Identification Signs
- (j) Portable Signs
- (k) Projecting Signs
- (l) Roof Signs
- (m) Sandwich Board Signs
- (n) Temporary Signs

8.3 Signs Permitted in All Zones

The following signs are permitted in all zones within the District:

- (a) Real Estate Signs;
- (b) Political Signs; and
- (c) Community Signs advertising special community events and activities.

9. SIGN PERMITS, FEES AND INSPECTIONS

9.1 Requirements for Permit

Except as provided in this Bylaw, no person shall construct, erect, place, display, alter, repair or move a sign unless a sign permit for that purpose has been issued in relation to that sign in accordance with this Bylaw.

9.2 Change of Sign

A change of copy or colour of any sign, other than a change of the name of the business, shall not require a permit.

9.3 Signs Not Requiring a Permit

A permit is not required for the following types of signs, provided that every sign conforms in all other respects to the requirements of this Bylaw:

- (a) Flags and emblems of political, civic, philanthropic, educational or religious organizations;
- (b) Memorial plaques, cornerstones or historical tablets;
- (c) Community Signs provided that:
 - (i) the sign area of a community sign shall not exceed 3.0 m² (32 sq. ft.) and may be placed on a parcel to promote a patriotic, religious, charitable or civic event or cause.
 - (ii) the Community signs may be displayed for a period of no more than four weeks.
 - (iii) Preschools may display community signs twice a year, not consecutively, to advertise their registration dates;
- (d) Directional Signs in a parking lot or parking area, as fascia or Freestanding Signs provided that:
 - (i) The sign area of each directional sign shall not exceed 0.6 m² (6.459 sq. ft.).
 - (ii) Setbacks shall be maintained as follows: front 1 m. (3.3 ft); side 3 m. (9.8 ft.); and rear 3 m. (9.8 ft.).
 - (iii) The maximum height of a directional sign shall be 1.22 m. (4 ft.).
 - (iv) A directional sign may be illuminated.
- (e) Political Signs
- (f) Real Estate Signs provided that:
 - (i) Not more than one sign for each highway frontage shall be permitted on each building, premises or real property to which the sign pertains;
 - (ii) Not more than four signs shall be permitted for each building premises or parcel;
 - (iii) The maximum sign area per sign face in ~~R-1, R-2, R-3, R-4 and R-5~~ Single Family Residential, Multiple Family Residential and Mobile Home Park zones shall be 0.6 m² (6.45 sq. ft.). In all other zones the maximum sign area shall be 3 m² (32.29 sq. ft.); and
 - (iv) Real Estate signs shall not be illuminated.
- (g) Identification Signs provided that:
 - (i) Where the Identification Sign is located on a window of the business, the sign may include information of up to two (2) businesses operating within or from the premises and the total area of the Identification Sign shall not exceed 25% of the total window area of the entire premises.
 - (ii) The Identification Sign only display information of the businesses operating within or from the premises.

Bylaw No.
954, 2011

- (h) Development Signs, Fascia Signs or Freestanding Signs provided that:
 - (i) Not more than one sign for each highway frontage is permitted;
 - (ii) Not more than four signs are permitted for each subdivision or development project;
 - (iii) The sign area of each sign shall not exceed 3 m² (32.29 sq. ft.) in area per sign side;
 - (iv) The height of a freestanding development sign shall not exceed 4.0 m. (13.12 ft.); and
 - (v) Development signs shall be removed by the owner or developer within one (1) month following the issuance of the final occupancy permit, or in the case of a subdivision development, upon the sale of 90% of the subdivided parcels.
- (i) ‘Block Parent’ Signs;
- (j) ‘Neighbourhood Watch’ Signs;
- (k) Signs issued by the District; and
- (l) Bulletin Boards.

9.4 Application for Permit

9.4.1 Application for a sign permit shall be made to the District in the form of Schedule “B” of this Bylaw and no person shall erect, place, display, alter or move a sign until that person has obtained a sign permit issued under the provisions of this Bylaw

9.4.2 Every applicant for a sign permit shall provide the following information:

- (a) The legal description and civic address of the property on which the sign is to be located;
- (b) The name and address of the owner of the property;
- (c) The sign manufacturer’s name and address;
- (d) A drawing of the sign to scale, showing the copy, sign area and dimensions of the sign, material specifications and any supporting structure details;
- (e) The proposed location of the sign in relation to the property boundaries and any building on the property;
- (f) The proposed height and ground clearance of the sign;
- (g) The weight of the sign and the dimensions of the wall surface of the building to which it is to be attached;
- (h) Dimensions and locations of all existing signs and buildings on the property. In the case of Projecting Signs, the width of the sidewalk over which it projects;
- (i) Estimated costs of the sign and any supporting structure;
- (j) Structural and footing details and material specifications for the proposed sign; and
- (k) The applicant’s Business License number or Customer Identification number, where applicable.

9.5 Comprehensive Sign Plan

- 9.5.1** A comprehensive sign plan applies to developments of two (2) or more businesses.
- 9.5.2** A comprehensive sign plan is intended to coordinate a number of signs pertaining to a development, project, building or cluster of buildings and allow for unique creative approaches. The size, location and number of signs shall conform to the standards for each type of sign.
- 9.5.3** A comprehensive sign plan shall be submitted to the Director of Engineering and Public Works in respect of any proposed new building located in a designated development permit area or a façade improvement project in a development permit area for revitalization.
- 9.5.4** No signs shall be placed on a parcel until the Director of Engineering and Public Works has approved the plan.
- 9.5.5** In reviewing a Comprehensive Sign Plan, the Director of Engineering and Public Works will consider:
- (a) conformance of existing and proposed signs with the regulations in this Bylaw;
 - (b) consistency of location, height and design of signs within the parcel and with signs on adjoining parcels;
 - (c) Sign Design Guidelines for any area which have been previously approved by Council;
- and may approve the comprehensive sign plan when conformance and consistency are established.

9.6 Sign Variance Permit

When a sign does not conform to the provisions of this Bylaw, the applicant for a sign may apply to Council for a sign variance permit to vary the provisions of this Bylaw.

9.7 Sign Fees

- 9.7.1** Sign Fees must be paid at the time of application.
- 9.7.2** A Sign Fee shall be \$30.00.

9.7.3 The applicant for a sign permit shall in no case proceed with the construction, erection, alteration or relocation of such sign until the application has been approved and the permit granted. In the event that the erection or connection of any sign shall be commenced without a permit having previously been obtained, then the fee for obtaining such permit shall be \$60.00.

9.8 Permit Issuance

Upon compliance with all requirements of this Bylaw the Director of Engineering and Public Works shall issue a sign permit.

9.9 Permit Expiry and Fee Refunds

9.9.1 A sign permit expires if the authorized work is not commenced within six (6) months from the date of issuance.

9.9.2 The Sign Fees will be refunded if the application is withdrawn prior to the processing of the sign application.

9.9.3 There shall be no refund:

- (a) after the sign application has been approved;
- (b) where the sign application has been refused; or
- (c) where the sign permit has expired under section 9.9.1.

9.10 Inspections

9.10.1 Neither the review, approval or inspection of an application or plans for the issuance of a sign permit constitute a warranty or representation by the District that a sign, including any supporting structure for a sign, is safe.

9.10.2 The owner of the lot where the sign is located and the occupier of the premises in respect to which the sign is placed or erected (if any) are jointly and severally responsible to complete all work in accordance with this Bylaw and the permit to maintain the sign in a safe condition free from defects.

9.10.3 Every person erecting, placing, displaying, altering, or moving a sign for which a permit is required by this Bylaw shall notify the Director of Engineering and Public Works at least two (2) working days in advance of all required inspections.

9.10.4 An inspection shall be requested and obtained for every Freestanding Sign after installation of footings and before construction of the sign structure.

9.10.5 An inspection is required and shall be requested within ten (10) days of installation for every sign which requires a sign permit.

9.10.6 All signs connected to an electrical energy source shall have a provincial electrical permit issued in accordance with the B. C. Electrical Code, and the permit must be produced at the final inspection.

10. ENFORCEMENT AND PENALTIES

10.1 Enforcement

10.1.1 The Director of Engineering and Public Works is authorized to administer and enforce the provisions of this Bylaw.

10.1.2 The Director of Engineering and Public Works is authorized to enter at all reasonable times upon any property subject to this Bylaw to ascertain whether the regulations and provisions of this Bylaw are being or have been observed and complied with.

10.1.3 It shall be unlawful for any person to prevent or obstruct, or seek to prevent or obstruct, any official in or from the carrying out of an official duty under this Bylaw.

10.1.4 The Director of Engineering and Public Works is authorized to order the cessation, repair, alteration, correction or removal of any work or sign which is in contravention of the provisions of this Bylaw.

10.2 Penalties

10.2.1 Every person who contravenes any provision of this Bylaw or who causes or suffers or permits any act or thing to be done in contravention of or in violation of any of the provisions of this Bylaw, or who neglects to do or refrain from doing anything required to be done by any of the provisions of this Bylaw, or fails to comply with an order, notice, or direction given under this Bylaw commits an offence punishable upon summary conviction and is liable to a fine of up to ten thousand dollars (\$10,000.00) and the costs of prosecution.

10.2.2 Each day a violation is permitted to exist shall constitute a separate offence.

11. SEVERABILITY

If any portion of this Bylaw is held to be invalid by any Court of competent jurisdiction, the invalid portion shall be severed and shall not affect the validity of the remaining portions of this Bylaw.

12. REPEAL

“Sign Bylaw No. 669/G/96” is hereby repealed.

Read a First Time this	3 rd	day of	November,	2009
Read a Second Time this	3 rd	day of	November,	2009
Read a Third Time this	15 th	day of	December,	2009
Adopted by Council this	19 th	day of	January,	2010

Mayor

Director of Corporate Administration

**DISTRICT OF CHETWYND
SIGN BYLAW NO. 913, 2009**

SCHEDULE “A”

SIGN DESIGN GUIDELINES

The objectives of the Sign Design Guidelines are to provide signage that is clear, understandable, and attractive. Signage may reflect or contribute to the character and motto of the District of Chetwynd and must include the following where possible:

- (i) The healthy lifestyle of indoor and outdoor recreation;
- (ii) Animals and local scenes;
- (iii) An invitation to the gateway to the Peace River Country; and
- (iv) Local resources.

A. GENERAL SIGN STANDARDS:

- (1) Signage should include material of local natural resources.
- (2) Signage form and quality should relate directly to its purpose, context and location.
- (3) Signage should inform in a manner that creates an environment with character using colour and interest.
- (4) Signage should be included as an integral part of the building’s architecture.
- (5) Signs are to be inviting to pedestrians and slow moving traffic.
- (6) Signs with a crafted appearance are preferred.

B. FREESTANDING SIGNS:

- (1) Freestanding Signs should be made from rock or timber creating a local flavour.
- (2) Freestanding Signs should be mounted on a heavy stone base, a heavy timber frame, masonry material or other similar type products.
- (3) Decorative landscaping must surround Freestanding Signs.

C. FASCIA SIGNS:

- (1) Decorative motifs add variety and interest.

D. PROJECTING SIGNS:

- (1) Projecting Signs should be created by using the building materials, colour and architecture of the existing building or structure.
- (2) Projecting Signs should relate well to the store front.
- (3) Use of three-dimensional signs is encouraged.
- (4) Well designed brackets to be used to secure the signage.

E. SANDWICH BOARD SIGNS:

- (1) Double sided only if flat board is used.
- (2) Three-dimensional crafted signs are encouraged.
- (3) Cannot be illuminated.
- (4) Materials, design and colours should reflect the business for which the sign represents.

**DISTRICT OF CHETWYND
SIGN BYLAW NO. 913, 2009**

SCHEDULE "B"

SIGN APPLICATION AND PERMIT

Application Date: _____

I/We make application under the provisions of the Sign Bylaw to:

erect

alter

the following sign and agree to all the requirements of the Sign Bylaw and other Bylaws of the municipality.

Applicant:

Name: _____

Address: _____

Telephone No.: _____ Cell No.: _____

Fax No.: _____

Registered Owner: (if different from Applicant):

Name: _____

Address: _____

Telephone No.: _____ Cell No.: _____

Fax No.: _____

Location of Sign:

Civic Address: _____

Legal Description: _____

Type of Sign: (indicate the appropriate type of sign by an 'x')

Permanent

Temporary

Balloon Sign

Canopy Sign

Display Box

Fascia Sign

Freestanding Sign

Home Based Business Sign

Projecting Sign

Roof Sign

Sandwich Board

Special Design Freestanding Sign

The following information or documents are attached to this application:

1. A drawing of the proposed sign to scale, showing the copy, sign area and dimensions of the sign, and any sign structure.
2. A site plan showing the following:
 - (a) the location of the proposed sign in relation to the premises boundaries;
 - (b) the location of any existing building on the premises or any proposed building to be constructed on the premises;
 - (c) the dimensions and locations of any existing signs on the premises.
3. The proposed weight, height and clearance.
4. The specifications of the structural and footing details and materials for the proposed sign.
5. If the proposed sign is intended to be connected to an electrical energy source, written notice confirming that the Electrical Safety Branch of British Columbia has approved that connection.
6. Other information or documents required by the Director of Engineering and Public Works as follows:

I approve this Application:

Registered Owner's Signature

Date

I represent and warrant to the District of Chetwynd that all the information in this application is true and correct.

Applicant's Signature

Date

FOR OFFICE USE ONLY:

Permit No. _____ Fee: _____

Zoning: _____

Comments: _____

Conditions of Permit: _____

Under the Sign Bylaw, the person named in this application is granted a permit for a Sign on the Land described in accordance with this application, plans and documentation submitted in support of this permit application and the requirements of the Sign Bylaw.

Dated this _____ day of _____, 20____.

Authorized Signatory

