

Development Application Signage Requirements

- 1 The applicant will be required to pay a fee of \$300.00 per sign at the time of the application submission (the "Sign Fee") including a \$100.00 refundable deposit per sign (the "Sign Deposit");
- 2 The City of Waterloo will have the sign prepared by a professional sign maker;
- 3 Sign(s) will be 0.56 sq. m. (2ft x 3 ft), in area, unless otherwise determined by the City at it's sole discretion;
- 4 The applicant is responsible for the installation and maintenance of the sign on the subject lands and all related costs;
- 5 If the property has frontage on more than one public road, signs will be required for each street frontage;
- 6 If there are multiple properties involved or one large lot, more than one sign may be required; the number and placement of signs will be determined by the City of Waterloo Development Services staff;
- 7 The sign will be ordered by City of Waterloo staff and the applicant will receive a phone call letting them know that the sign is available for pickup at the City of Waterloo Service Centre Stockroom (off of Dearborn Place – See map attached);
8. The sign shall be installed by the applicant to the satisfaction of the City of Waterloo as follows:
 - the sign must be clearly visible from the street;
 - the sign must be located in the front yard;
 - the sign must not obstruct the visibility of pedestrians or motorists;
 - the sign shall not be located within the City road right-of-way or on a third party private property;
 - the sign shall not be attached or affixed to any trees, utility infrastructure (eg. hydro poles) or municipal infrastructure (eg. street signs);
 - the bottom of the sign must be at least one (1) metre above grade, parallel to and facing the street;
9. A photograph showing the sign posted on the site, including the date of the photograph, as well as an affidavit signed by a Commissioner for taking affidavits must be provided to the City of Waterloo prior to any public meetings being scheduled;
10. With the signing of said affidavit, the applicant agrees that the sign will be maintained in a structurally sound condition (including snow clearance), to the satisfaction of the City of Waterloo;
11. The sign must be removed by the applicant within seven (7) days of:
 - the implementing By-law for the associated application coming into force and effect; or,
 - the application being refused by City Council and the associated appeal period lapsing (if any); or,
 - a decision being rendered by the Ontario Municipal Board where the application is appealed; or,
 - the application being withdrawn;
12. The Sign Deposit will be returned to the applicant when an affidavit signed by a Commissioner for taking affidavits is provided to the City (the City will reserve the right to confirm the removal of the sign prior to releasing the Sign Deposit). PLEASE NOTE: There is no fee for affidavits Commissioned by City of Waterloo staff in relation to this sign process.