
PUBLIC NOTICE SIGN POLICY



JANUARY 2023

Procedures and Protocols for:

Official Plan Amendments

Zoning By-law Amendments

Draft Plan of Subdivisions

Draft Plan of Vacant Land Condominiums

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City of Niagara Falls Public Notice Sign Policy

The applicant is required to install the Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision [and Plan of Vacant Land Condominium] notice signs in accordance with the *Planning Act* and the following requirements:

1.0 TIMING

- 1.1 The notice sign(s) shall be posted a minimum of fourteen (14) days after a complete application has been received by the Planning, Building & Development division.
- 1.2 The owner is required to provide photographic proof that the notice sign(s) have been installed and provide the signed original Sign Declaration (Appendix 1) indicating that the sign(s) have been installed.

2.0 MATERIAL

- 2.1 The notice sign(s) shall be constructed of 1.27 cm (½") high core material or 3 mm Aluminum Composite Material (ACM) panels.

Installation shall be on two posts, direct burial, dry bag cement, cross supports approximately 0.9 m (3') off grade.

3.0 SIZE

- 3.1 The minimum size of the sign shall be as shown in the details in Section 10 2.4 m wide by 1.2 m high (8'x4') with a minimum ground clearance of 0.9 m to a maximum of 1.2 meters for Subdivisions and complex Official Plan Amendments and Zoning By-law Amendments. For standard OPA and ZBA the signs shall be "0.45 m wide by 0.60 m (18"x24")

4.0 SIGN SUPPORTS

- 4.1 The sign supports must be able to sustain the weight of the application sign for a considerable period of time and in various climatic conditions (i.e., heavy winds) to ensure that it does not fall over or is damaged.

5.0 LOCATION

- 5.1 The notice sign(s) shall be located 1.5 meters (5') from the property line midway along the street frontages of the property or as directed by the Planning Department. The notice signs shall be clearly visible and unobstructed from view.

6.0 WORDING & LETTERING

- 6.1 As part of the application submission package, the applicant shall have completed the proposed wording for the notice sign and maps as shown on the Sign Detail in Section 10. The proposed wording and map must be reviewed by the Planning Department. The Planning Department will review and approve and/or provide the acceptable wording for the notice sign to the applicant.
- 6.2 The basic wording details on the "Sign Detail" below must be adhered to including the following:
- 6.2.1 The type of application and description including file number and location.
 - 6.2.2 City webpage address where feedback can be submitted
 - 6.2.3 A note at the bottom corner of the sign indicating the date the sign was installed
- 6.3 The sign shall be professionally lettered, or silk screened with the lettering to be in black, on a white background and shall be clearly legible from the streetline as shown in Section 10.

7.0 MAPPING

- 7.1 The detail to be shown on the notice sign map depends on the complexity of the development application. The following provides the details to be shown:
- 7.1.1 For Official Plan or Zoning By-law Amendment applications and Draft Plan of Condominium (if applicable) the following basic information will be shown on the notice sign:
- 7.1.1.1 Parcel boundaries and abutting or nearby roads
 - 7.1.1.2 Street labels
 - 7.1.1.3 North arrow
 - 7.1.1.4 Buildings outlined with heights
 - 7.1.1.5 Parking and access, parking aisles
 - 7.1.1.6 Landscaping

7.1.2 For Draft Plan of Subdivision/Condominium, the land use map shows the following:

- 7.1.2.1 Parcel boundaries
- 7.1.2.2 Abutting/nearby roads
- 7.1.2.3 Street labels
- 7.1.2.4 North arrow

7.1.3 As well the land use map will use the following color codes for the proposed land uses:

LAND USE	COLOR
Single detached dwelling	Yellow
Semi-detached dwellings	Orange
Townhouses	Dark Orange
Apartments	Brown
Commercial	Red
Industrial	Purple
Institutional	Blue
Open Space	Green

8.0 REMOVING OF AND AMENDMENTS TO PUBLIC NOTICE SIGNS


8.1 The notice sign shall be removed within seven (7) days of the following event:

- 8.1.1 The application(s) is/are approved or refused by the City of Niagara Falls Council and there is no appeal; the application lapses; the application is withdrawn
- 8.1.2 The application(s) is/are approved or refused by the Region of Niagara or the Ontario Land Tribunal

8.2 The notice sign shall be amended within seven (7) days of the following event:

- 8.2.1 The proposed development has been amended
- 8.2.2 The signs is/are weathered and/or no longer legible
- 8.2.3 When the Open House and Public Meeting dates are confirmed.

9.0 SIGN DETAILS



Notice

RENDERING HERE IN COLOUR

SITE PLAN HERE IN COLOUR

PROPOSAL

Details of the proposal

Location: (street address, or street + roll if no address)

File: (AM-2022-XX, 26CD-11-2022-XX)

FUTURE MEETING:

to be posted (STICKER WITH ZOOM LINK AND COUNCIL CHAMBERS/ADDRESS—delete red text before printing sign)

SHARE YOUR FEEDBACK

For more information about this matter, including information about preserving your appeal rights: www.niagarafalls.ca/city-hall/planning/current-planning-applications.aspx or 905-356-7521 ext.4235

Figure 1. Public Notice Template



Notice





PROPOSAL

An Official Plan and Zoning By-law amendment to permit a 35 storey hotel and 36 storey residential apartment building, with commercial at-grade.

Location: 124, 125, 126 Victoria Ave

File: AM-2021-019

FUTURE MEETING:

to be posted

SHARE YOUR FEEDBACK

For more information about this matter, including information about preserving your appeal rights: www.niagarafalls.ca/city-hall/planning/current-planning-applications.aspx or 905-356-7521 ext.4235

Figure 2. Public Notice Example

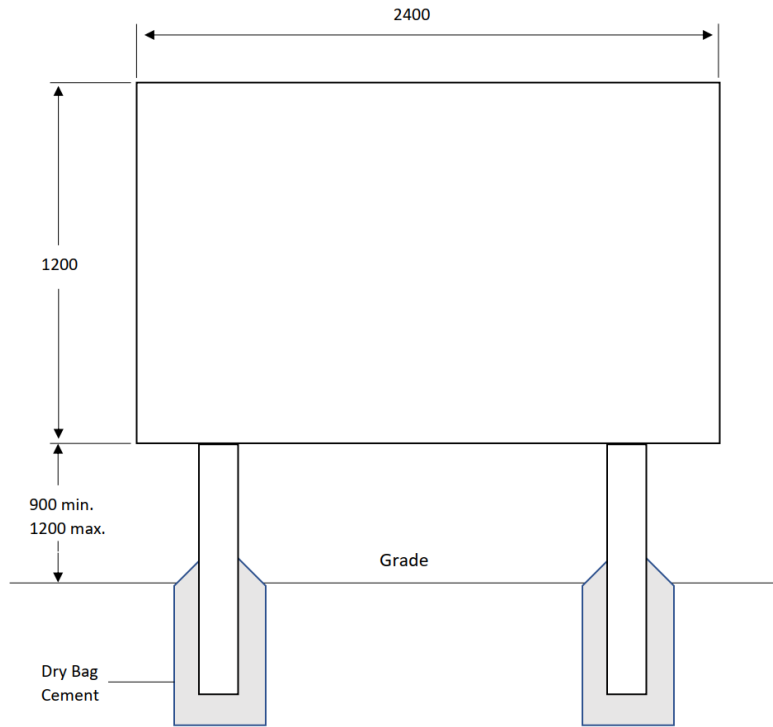


Figure 3. Sign Dimensions for Subdivisions and Complex Official Plan and Zoning By-law Amendments

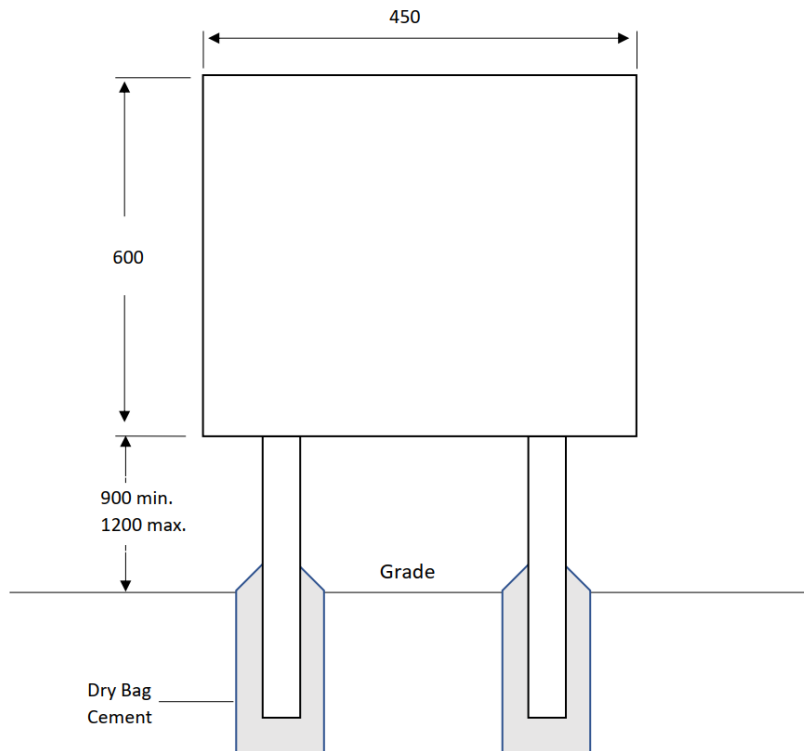


Figure 4. Sign Dimensions for Standard Official Plan and Zoning By-Law Amendments

SIGN DECLARATION
To be completed by the Owner or Authorized Agent

I hereby certify that the required Notice Sign(s) has/have been installed in accordance with the City of Niagara Falls Sign Policy. The signs was/were posted at:

on

(provide location and street name) (date of sign installation)

Application Number:

OP: _____ (Official Plan Amendment)
Zoning: _____ (Zoning By-law Amendment)
26 _____ (Draft Plan of Subdivision)
26CD _____ (Draft Plan of Condominium)

I agree to maintain the required notice sign(s) in good condition (in both structure and legibility) to the satisfaction of the City of Niagara Falls throughout the processing of the application and in accordance with the requirements outlined in Section 9.0 Sign Detail. I further agree to remove the sign(s) within seven (7) days after one of the following events:

1. The application(s) is/are approved or refused by the City of Niagara Falls; or lapses; or is withdrawn; OR
2. The application(s) is/are approved or refused by the Regional Municipality of Niagara or the Ontario Land Tribunal.

Signature of the Owner or Authorized Agent

Printed name of signatory

Company

Date

NOTE: You are required to provide photographic proof of EACH installed sign. Failure to provide proof of installation of the Public Notice sign will result in an incomplete application and may delay the processing of the application.