

**APPLICATION FOR  
ADVERTISING SIGNS AND DEVICES ON PRIVATE PROPERTY ADJACENT TO COUNTY ROADS  
INFORMATION TO APPLICANTS**

By-Law 2011-27 Regulating Advertising Signs and Devices on Private Property Adjacent to County Roads

The primary function of the County Road system is to permit the safe and efficient movement of *through traffic* over relatively long distances at reasonable speeds. This important function is diminished where uncontrolled development adjacent to the road creates interfere with the free flow of traffic.

Too many advertising signs and devices may lead to speed reductions and hazards to through traffic movements resulting in the deterioration of service levels. Therefore, to maintain the integrity of the system, **advertising signs and devices on private property adjacent to County Roads will be permitted only when they meet the requirements of the regulating By-Law.**

Approvals for signs on private property in the following municipalities should be applied for directly at the applicable local municipal office: Township of Beckwith, Town of Carleton Place, Town of Mississippi Mills and Town of Perth.

No signs shall be permitted within the County Road Allowance without the prior written approval of the County of Lanark Public Works Department. **Approvals for placement within the road allowance will be permitted only in exceptional circumstances.** Applicants wishing consideration to place a sign within the road allowance shall submit a written request to the County of Lanark Director of Public Works.

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**Applicant:** Means any person, group or corporate body who applies to the Corporation for permission to construct, install, relocate or alter a sign adjacent to a County Road.

Questions by property owners or their agents regarding the possible location of **new** signs will not be considered by Department staff until an application has been submitted. Upon receipt of the application Public Works Department staff shall visit the site and respond to the inquiry.

**Application Process:** Applications will be processed pending weather conditions. It is common that weather conditions make site inspections impossible or delayed between November 15<sup>th</sup> and March 15<sup>th</sup>.

**Submission Requirements:** All requests for new advertising signs shall be submitted, on the appropriate application forms, to the County Public Works Department. One application shall be submitted for each sign. Requests shall include:

- i) Completed Application form
- ii) Sketch of proposed advertising sign
- iii) Registered deed or Authorization of Land Owner

**Application Review:** Applications will be reviewed by County staff for completeness and compliance with the policy. **The County review process will not begin until receipt of a complete application package, as described above.** The application process, under normal circumstances, will not exceed **twenty business days** from the date that the completed application is received until the approval to install the sign is granted. Changes to the application by the applicant during the review process will increase the length of the review period.

**First Site Inspection:** A site inspection by Public Works staff shall normally be performed within 10 working days of receipt of the application. The site inspection shall determine if the application conforms to the County policy; identify the specific location of the sign and the requirement for brushing or other work.

## APPLICATION FOR ADVERTISING SIGN APPROVAL

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**Site Meeting with Applicant:** If the application does not conform to the County Policy a **mandatory site meeting** shall be held with the applicant or their agent to review conditions in the field and discuss alternatives. No further action will be taken by the County in such cases until the mandatory site meeting has occurred.

**Application Approval:** Applicants will be notified in writing when their application has been approved. Notification shall include the specific location approved and any conditions of the installation.

**Installation:** No work shall commence until the owner has received the approval, a copy of which must be on the site while work is being done. The applicant shall be responsible for the sign construction, installation and any works associated with it. The applicant may engage a contractor to complete the work. The sign shall be installed in accordance with the written approval and all conditions.

**Removal of Redundant Signs:** Redundant signs that are created as a result of the approval of a new sign application shall be removed. Removal of existing signs will be completed coincident with the installation of the new sign, at the applicants cost, as specified in the sign approval.

**Final Inspection:** The applicant shall inform the Public Works Department immediately after the installation of the sign and the completion of any other work stipulated in the approval. The Public Works Department shall inspect the site within ten days of receiving notification of completion. If the inspection is not successful the County shall notify the applicant of the deficiencies to be remedied.

**File Completion:** Within five days of a successful final inspection of the site by the Public Works Department the applicant will be notified that the work has been completed to our satisfaction and the file will be closed. The applicant should retain the final acceptance to ensure that it is available to future owners or if requested to produce evidence of approval.

**Denial of Applications:** Applications that do not conform to this policy shall be denied and the applicant shall be so informed in writing within ten days of the Director's decision.

**Cancellation of Application:** Where the sign has not been constructed and installed within one year of the date of the approval, then the application shall be null and void. A written request to extend the term of the application may be made to the County Public Works Department before the application expires. An extension may be approved or refused at the discretion of the Director. If the application expires the County may request the removal of all works associated with the sign, at no expense to the County, and the site shall be restored to its original condition.

**Non-Compliance:** Where a new sign constructed and/or installed or an existing sign is altered contrary to the standards provided, the applicant shall be advised of their non-compliance with the County policy by registered letter. Removal or correction of the non-compliant sign shall occur not less than thirty (30) days after this notification. If the non-compliant sign is not removed or corrected the sign shall be removed or corrected by the County Public Works Department. Costs to the County for corrective actions shall be charged to the applicant. The applicant shall not be entitled to any compensation or damages by reason of or arising out of the work associated with the non-compliant sign.

**Maintenance of Signs:** All signs shall be kept in proper repair and if, in the opinion of the road authority, any sign or signs are not kept in proper condition, the owner shall repair, repaint or remove them within thirty (30) days of having received a written request to do so.

**Road Reconstruction/Rehabilitation:** Existing signs that are affected by the reconstruction/rehabilitation of a County Road will be reinstated by the County. Any construction materials that are salvaged shall remain the property of the County.

### CONTACT INFORMATION

Corporation of the County of Lanark  
Public Works Department  
99 Christie Lake Road  
Perth, ON K7H 3C6  
Phone: 613-267-1353  
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Fax: 613-267-2793

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Email: [roads@lanarkcounty.ca](mailto:roads@lanarkcounty.ca)

Web: [www.lanarkcounty.ca](http://www.lanarkcounty.ca)

**REGULATING INFORMATION**

*This document contains excerpts from the By-Law Regulating Advertising Signs and Devices on Private Property Adjacent to County Roads. A complete copy of the by-law can be obtained at [www.lanarkcounty.ca](http://www.lanarkcounty.ca) or requested by applicants by contacting the County of Lanark Public Works Department.*

**Signs shall NOT be erected in a location where they would obscure sight-lines for vehicles traveling on the County road or accessing the County road from local municipal or private roads and entrances.**

**Field Advertising Sign:** Signs of varying size, shape and color designed to advertise to the public.

- No sign shall be painted upon, attached to or made to form any part of any fence, building, rock or other surface adjacent to the road, except to advertise a business upon the property on which the advertisement sign is situated.
- No sign shall be affixed to or mounted upon a tree, public utility pole or utility standard.
- No sign shall be placed in a manner whereby the sign or any part thereof encroaches upon or overhangs the right-of-way of a County road.
- No sign shall be placed facing a sharp turn or a sharp change of alignment or grade or on a steep slope rock cut or any other location where it may create a traffic hazard, in the opinion of the road authority.
- No sign shall be placed closer than 300 feet from the nearest limit of an intersecting road or railway crossing with the exception of a sign affixed to a commercial establishment or service station identification signs.
- Signs shall not be erected closer than 100 feet to each other.
- Signs shall not be erected at points where they would reasonably be objectionable to residents of the road.
- Signs shall not be erected closer to the centre of the highway than is shown in the following schedule:

| Length of Sign                     | Minimum Distance from Centreline of Road |
|------------------------------------|--|
| Less than 10 feet (3.05 metres)    | 100 feet (30.48 metres)                  |
| 10 – 25 feet (3.05 – 7.62 metres)  | 200 feet (60.96 metres)                  |
| 26 – 50 feet (7.92 – 15.24 metres) | 300 feet (91.44 metres)                  |

**Private Identification Sign:** Signs affixed to or placed on a private or residential property solely to name or identify the property or the owner.

- Signs greater than 1 foot (.3048 metres) by 2 feet (.6096 metres) in size are subject to County approval.
- Signs 1 foot (.3048 metres) by 2 feet (.6096 metres) or smaller in size may be placed without written approval from the County, at the limit of the road property adjacent to the entrance of the property.

**No Hunting, No Trespassing, No Fishing Signs:** Signs to notify the public of a restriction on the posted property.

Restrictive signs may be placed for the information of the public and may be affixed to a fence, gate, etc. which borders the right-of-way of a County road, without written permission of the County. These signs must not be placed on the right-of-way and must not exceed 2 square feet (.1858 square metres) in area.