

Department:	BYLAW	Reference #	3.08
Policy title:	Sign Bylaw: Commercial Signs in Prohibited Private Area Enforcement Policy (Commercial Signs in Residential Areas or Off Premise)		
Authority:	Legislative (Council) <input checked="" type="checkbox"/>	Effective date:	May 11, 1999
	Administrative <input type="checkbox"/>	Date for review:	May 11, 2002
Issued by:	G. Beaumont	Issue date:	May 11, 1999

Policy Statement: **Commercial Signs Erected/Placed/Posted on Private Property**

The Bylaw Services Division will enforce, proactively and upon complaint, the *Sign Bylaw* with respect to commercial signs posted or erected in prohibited (e.g. residential) zones, and commercial signs posted and erected on other premises.

Policy Procedure:

The Bylaw Enforcement Officer will inspect the premises in order to determine whether the commercial sign's location places it in contravention of the bylaw noted above.

If no violation has occurred, the Bylaw Enforcement Officer will terminate the file and, if applicable, notify the complainant.

If a commercial sign has been erected on residential property, or if a commercial sign is displayed upon any property other than the registered location of the business displayed on the sign, the Bylaw Enforcement Officer will attempt to contact the owner/occupant of the premises, verbally or by Violation Notice hand delivered to the premises, and direct the owner/occupant to remove the sign within forty-eight (48) hours.

If the sign has not been removed as directed above, the Bylaw Enforcement Officer shall hand deliver written notification to remove the sign from the premises within fourteen (14) days from the date of hand delivery. If the sign continues to be displayed on the premises following the expiration of fourteen days, the Bylaw Enforcement Officer shall direct City crews to enter the premises, and remove and impound the sign at the City Works Yard at the expense of the owner/occupant.

In addition to removal of the sign, the Bylaw Enforcement Officer may issue a fine to the owner/occupant of the premises by *Municipal Ticket Information* following the expiration of the first verbal/Violation Notice warning.

If enforcement by *Municipal Ticket Information* is not successful in achieving compliance, the City may initiate injunctive action against the owner/occupant of the property.

Contractors' signs, e.g. painting, roofing, etc., may be displayed on a premises only during times at which the contractor is present and working on the premises. One sign not exceeding an area dimension of six (6) square feet may be allowed on each premise. Contractors' signs in violation of this policy shall be subject to enforcement as noted above.