



THE CORPORATION OF THE TOWN OF PETROLIA

411 Greenfield Street

P.O. Box 1270

PETROLIA, Ontario

Canada N0N 1R0

Telephone: 519-882-2350

Fax: 519-882-3373

www.town.petrolia.on.ca

"Celebrating our Heritage. Investing in our Future"

Opening a Business in Petrolia Welcome!

The Town of Petrolia is pleased that you have chosen our Municipality to locate your business, enclosed in this package are the proper forms you will need to complete and return to our office prior to a Business Licence being issued.

Not all of the forms are relevant to every new business, however the mandatory information you will need to provide for review has been marked with a *

Should you have questions at anytime please do not hesitate to contact our Office and speak with Mandi Pearson or email mpearson@town.petrolia.on.ca

Business Licences

Each Business in Petrolia either in a retail space or home occupation do need to apply for a business licence;

- Along with your business application you will need to contact the Petrolia Fire Department and Building Services Department for inspections of your property some businesses will also need an inspection from the Health Department

Once you have completed the appropriate application, submit the application and any required inspections to our offices for Council's review and consideration. As these applications are prepared by staff prior to a Council meeting your complete application package will need to be received 1 week prior to the Council meeting.

- Business Licence Application *
- Home Occupation Application
- Site Plan
 - (may be required for business in the Commercial/Industrial zone)
- Website form
 - (if you would like your information included on our Town of Petrolia Business Directory you will need to complete and return this form)

Only existing business signage does not require a permit:

- Signage application *
- Temp signage application
- Signage by-law
 - Colour palate for Downtown Business is Benjamin Moore Heritage Collection



THE CORPORATION OF THE TOWN OF PETROLIA

411 Greenfield Street, P.O. Box 1270, Petrolia, Ontario N0N 1R0

Phone: (519) 882-2350

Fax: (519) 882-3373

MUNICIPAL BUSINESS LICENCE APPLICATION

New Application or Transfer in Ownership (revised May 2013)

Date of Application:		License applied for:	
Type of Application: _____ New Application		_____ Transfer of Ownership	
Name of Applicant(s):		Phone:	
Applicant Address:			
Email Address:		Fax:	
Name of Business:			
Business Address:			
Business Phone:		Business Fax:	
Type of Business:			
Proposed Hours of Operation (including seasonal):			
Please include a description of the goods, wares, merchandise, or services that you propose to sell or offer for sale under this license:			
CHECKLIST (please provide copies of inspections prior to Council approval):			
1. Have you attached your Health Inspection? (see reverse for list of business types) Contact County of Lambton Community Health Services at 519-383-8331	Yes	No	
2. Have you attached your Fire Inspection? Contact the Petrolia and North Enniskillen Fire Department at 519-882-2020	Yes	No	
3. Have you attached your Building Inspection? Contact County of Lambton Building Services at 519-845-0801	Yes	No	
4. Have you attached your MTO Inspection? (taxi only required annually)	Yes	No	

OFFICE USE ONLY							
Licence # Issued:				Date Issued:			
Expiry Date:				Fee Paid:			
Notification Letter Sent to Applicant:				Date:			
Roll Number:				Issuer:			
Yearly Inspections Required		Fire	Health	Building	MTO		



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BUSINESS LICENCE FEES:

Municipal Business License: \$200 new application/ownership transfer

Home Occupation Business License: \$150.00

Taxi: \$150.00 initial / annual renewal fee \$150.00

Mobile Canteen: \$200 Auctioneer: \$300

Transient Trader by special permission of Council, please speak with Clerk's Office

Businesses requiring a Health Inspection:

Hair & Nail Salon

Body Waxing

Electrolysis

Acupuncture

Tattoo Salon

Tanning Salon

Pools/Spas

Food Services

Day Care

Long Term Care

Group Homes

Funeral Homes

Health Services

Contact 519-383-8331 to arrange for your inspection

Will you be having a Grand Opening?	Yes	No	Date:
If yes, would you like to Mayor to attend your opening?	Yes	No	Time:
Would you like to be placed on the Town of Petrolia Website listing of business?	Yes	No	Website form complete: _____
Would you like to receive information via email about Town events or promotion opportunities?	Yes	No	

Date

Applicant(s) Signature

Personal information on this form is collected under the authority of section 28 (2) of the Municipal Freedom of Information and Protection of Privacy Act, 1989, and will be used for licensing purposes including enforcement of the Town's Licensing By-Law. Any questions about the collection of this information may be addressed to the Licensing Clerk, Victoria Hall, 411 Greenfield Street, ON 519-882-2350.

OFFICE USE ONLY

Licence # Issued:	Date Issued:			
Expiry Date:	Fee Paid:			
Notification Letter Sent to Applicant:	Date:			
Roll Number:	Issuer:			
Yearly Inspections Required	Fire	Health	Building	MTO



THE CORPORATION OF THE TOWN OF PETROLIA

Planning Department

411 Greenfield Street, P.O. Box 1270, Petrolia, Ontario N0N 1R0

Phone: (519) 882-2350

Fax: (519) 882-3373

Application for a Permit for a Residential Home Occupation

Applicant: _____

Address: _____

Phone: _____ E-mail (optional): _____

1. Type of Home Occupation

Please provide a brief description of proposed home occupation:

2. Building Information

- a) Type of Dwelling:
- | | |
|----------------------|--------------------------|
| Single Detached | <input type="checkbox"/> |
| Semi-detached/Duplex | <input type="checkbox"/> |
| Townhouse | <input type="checkbox"/> |
| Apartment | <input type="checkbox"/> |
| Other (specify) | <input type="checkbox"/> |
- _____

b) Location of proposed Home Occupation:

Basement _____
1st Floor _____
2nd Floor _____
Accessory Building _____
Other (specify) _____
Name of Business _____

- c) Total Floor Area of Dwelling and Accessory Buildings _____
- d) Total Floor Area to be Occupied by Proposed Home Occupation _____
- e) Proposed Hours of Operation _____

3. Ownership of Residence

- a) Do you own the dwelling in which the Home Occupation will be conducted?

Yes ☐ No ☐

- b) If the answer to a) is NO, please have the owner or manager sign below.

I have no objection to the operation of a Home Occupation, as described in Item 1, by

_____	Signed _____
<i>Name of Tenant</i>	<i>Owner/Manager of Property</i>

4. Nature of Home Occupation

Please answer all of the following questions:

- a) Will this home occupation be conducted only by an occupant or occupants of the dwelling unit plus a maximum of 1 on-premises employee or volunteer?

Yes ☐ No ☐

If NO, specify _____

- b) Will there be any external alteration to the dwelling which will change the character of the dwelling unit as a private residence?

Yes ☐ No ☐

If YES, specify _____

-
- c) Will there be any exterior advertising of the home occupation or display of goods or merchandise visible from the outside which provides evidence of the use conducted therein other than a sign erected in conformity with the Zoning By-law regulations?

Yes ☐

No ☐

If YES, specify

-
- d) Will there be any retail sale of goods on the premises that are not produced on the premises or not accessory to or related to the home occupation use?

Yes ☐

No ☐

If YES, specify

-
- e) Will such home occupation emit any noise, electrical interference, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare, refuse or other objectionable emission?

Yes ☐

No ☐

If YES, specify

- f) Will the home occupation result in the parking or storage of vehicles with a curb weight in excess of one tonne (1000 kgs.) on the premises?

Yes ☐

No ☐

If YES, specify

- g) Will such home occupation result in an increase in the pedestrian or vehicular traffic in the area?

Yes ☐

No ☐

If YES, specify

- h) Will such home occupation create a safety hazard for the existing residential activities on the site or in the area?

Yes ☐

No ☐

If YES, specify

- i) Will any outdoor storage of materials, containers or finished products in support of such home occupation occur?

Yes ☐

No ☐

If YES, specify _____

License Fee: \$150.00 (Cheques payable to the Town of Petrolia)

Note: This one-time charge pays the cost of a Home Occupation License, if the application is approved, and must accompany this application. The License Fee will be returned if declined.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE:

- a) Does the proposal conform to Home Occupation performance criteria? Yes ☐ No ☐
- b) Is Committee of Adjustment approval required? Yes ☐ No ☐

Application Checked By: _____

c: License File
Committee of Adjustment File # _____ (if applicable)

HOME OCCUPATION REGULATIONS

The following information is taken from the Town of Petrolia Zoning By-law, Number 38 of 2000.

"HOME OCCUPATION" shall mean any occupation conducted for gain or profit as an accessory use within a permitted dwelling or a permitted dwelling unit and shall include a bed and breakfast establishment.

"BED AND BREAKFAST ESTABLISHMENT" shall mean a Home Occupation within a One-family Dwelling in which not more than three (3) rooms are made available by a resident of said Dwelling for temporary accommodation of travellers. Meals or food are served only to overnight guests. This definition does not include a Hotel, Motel or Restaurant.

4.13 HOME OCCUPATIONS

No home occupation shall be permitted in any zone unless such use complies with the following provisions:

- a) The home occupation shall be clearly secondary to the main residential use, be operated and contained entirely within the dwelling, and shall not change the residential character of the dwelling or the lot.
- b) No person other than a member of the housekeeping unit, and not more than two persons not residing on the premises shall be employed except as is necessary for housekeeping purposes.
- c) There shall be no open storage or display of materials, containers or finished products.
- d) The home occupation may involve the sale of goods associated with a craft that is produced in the dwelling, but a use that is primarily a retail store is prohibited.
- e) Except for a Bed and Breakfast Establishment, not more than 25% of the gross floor area of the dwelling shall be exclusively devoted to the home occupation and it shall not occupy more than 28 square metres of gross floor area.
- f) No home occupation use shall include the storage or repair of construction equipment, welding, auto body repair, automobile maintenance or metal fabrication.
- g) A sign shall be permitted in accordance with this By-law.
- h) The use shall not create or become a public nuisance in regard to noise, traffic, parking or interference with radio or television reception.
- i) No more than one physician, dentist or drugless practitioner shall practice in a Clinic where such clinic constitutes a home occupation. Such physician, dentist or drugless practitioner shall reside in the dwelling unit, which such clinic is located.
- j) No above normal pedestrian or vehicular traffic.
- k) Except for a Bed and Breakfast Establishment or a Clinic, the home occupation shall not require the creation of additional on-site parking spaces, unless the said home occupation occupies more than 56 square metres of the dwelling unit area. If such is the case, one parking space shall be provided for every 28 square metres exclusively devoted to the home occupation.
- l) Except for a Bed and Breakfast Establishment, where food is served to overnight guests only or a catering business where food is prepared on site for delivery to another location, no food preparation or food service shall be permitted as a home occupation.

SIGNS

- a) Nothing in this by-law shall apply to prevent the erection, alteration or use of any sign, provided such sign complies with the by-laws of the Corporation regulating signs and provided such sign complies with the provisions of this by-law (sight triangles).
- b) Signs that are lawfully erected and maintained, directly related to and pertinent to the function of any of the permitted uses of this by-law are permitted, provided that in any Residential Zone only the following shall be permitted:
 - i) One non-illuminated real estate sign having a maximum area of 0.5 square metres advertising the sale, rental or lease of the building, structures of lot upon which the sign is displayed.
 - ii) One non-illuminated sign having a maximum area of 0.3 square metres displaying the name and address of a doctor, dentist, drugless practitioner or person engaged in a permitted home occupation, residing on the lot on which the sign is displayed.
 - iii) One non-illuminated sign having a maximum area of 5 square metres advertising the name and particulars of a subdivision or similar development project provided such sign shall be removed upon completion of the project.



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E-mail: mpearson@town.petroliia.on.ca

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Business Information Form for **Town Website**

All information should be recorded as you would like it to
appear on Town Website

Name of Business: _____

Contact Person: _____

Business Address: _____
Box # _____ Petrolia, ON

Email: _____@_____._____

Website: www._____.

Phone: _____ Fax: _____

Hours of Operation: _____

Brief Description of Business: _____

TOWN OF PETROLIA

Application for Site Plan Approval

File Number _____

Assess Roll No. 3819-000 - _____ Street Address _____

1. Name of Owner: _____
(If numbered company please also indicate the name of principal(s))

Address: _____
Street Name *P.O. Box*

City *Province*

Postal Code

() - _____ () - _____
Telephone Number *Fax Number*

Email Address

Authorized Agent: _____
(If numbered company please also indicate the name of the principal(s))

Agent interest in subject lands/application: _____

Address: _____
Street Name *P.O. Box*

City *Province*

Postal Code

() - _____ () - _____
Telephone Number *Fax Number*

Email Address

All correspondence should be sent to: ☐ owner ☐ agent

Who can be contacted during the day for further information? ☐ owner ☐ agent

Title and name of person who has authority to enter into
The Site Plan agreement (name on Deed) _____

2. Date subject land was acquired by owner: _____

Name of holder of any mortgage (or charge or encumbrance): _____

Address: _____

3. Location of property/legal description:

Lot Number(s), Concession and survey: _____

Registered Plan Number/Lot No.: _____

Reference Plan/Part No.: _____

4. Current Designation in Official Plan: _____

Current Zoning: _____

Does the project comply with the Zoning By-law: Yes _____ No _____

5. Proposed Use of Property _____

Existing Use of Property _____

Most recent use of the property if vacant _____

How long has the use been in existence _____

6. Restrictions:

Please indicate the nature of any restrictive covenants or easements/rights-of-way affecting the
subject lands.

7. Servicing – Road Access:

Provincial Highway ☐

Municipal Road ☐

County Road ☐

Right-of-way ☐

Private Road ☐

New access required ☐

8. Servicing - Drinking water is provided to the subject land by:

Municipal Piped Water ☐

**Privately owned and operated well ☐

Easement to a well ☐

The existing well is encased ☐

The existing well is not encased ☐

The distance between the well and Septic system is _____ (m) _____ (ft)

Other (specify) _____

9. Servicing - sewage disposal is provided to the subject land by:

Municipal Sewer System ☐

**Privately owned and operated
individual or communal septic system ☐

Other (specify) _____

If there is a septic system on the property, is it in good working order? ☐ yes ☐ no

****Certificate may be required to confirm the septic system is in compliance with the Ontario Building Code.**

10. Servicing - Storm drainage is provided to the subject land by:

☐ sewers ☐ ditches ☐ swales ☐ other (specify) _____

11. Is any portion of the property currently assessed for drainage works?
(constructed under the Drainage Act, R.S.O. 1980)

☐ yes ☐ no

12. Other applications - Indicate if the subject land is or has been subject to an application under the Planning Act for:

☐ Official Plan amendment (under Section 22):

File No. _____ Status _____

☐ Plan of Subdivision (under Section 51):

File No. _____ Status _____

☐ Zoning By-law amendment (under Section 34):

File No. _____ Status _____

☐ Consent (under Section 53):

File No. _____ Status _____

☐ Variance/Permission (under Section 45):

File No. _____ Status _____

☐ Site Plan (under Section 41):

File No. _____ Status _____

13. Other related matters (please explain):

Applications/Approvals from other agencies _____

Work orders _____

Certificates of approval _____

Designation under other Acts (ie: Ontario Heritage Act, Brownfield Legislation)

Reports or Studies (ie: environmental assessments, archaeological, drainage)

PLEASE NOTE :

It is the responsibility of the applicant to ensure that the application contained herein is fully completed and all the information requested is incorporated in the proper manner prior to submission of the application.

Incomplete applications will result in delays and additional costs in processing the application. Please ensure that all information requested is included prior to submission of the application.

Three original copies of the completed application form and all accompanying plans, survey, sketches, etc., together with the required application fee must be filed with the Town of Petrolia.

Application processing will not commence until a complete application with all necessary accompanying information is received.

The application must be accompanied by a Site Plan drawn on ledger size 11" x 17" paper drawn at such a scale that the proposed development occupies at least 75% of the ledger paper. The Site Plan must conform to all zoning regulations and is to include the following information; as a minimum

- a) a Key Plan showing the locations of the subject property in the Municipality;
- b) a true dimensions of the property;
- c) a north directional arrow;
- d) the location, height, floor area, dimensions and use of all existing and proposed buildings and structures, the use of open lands and outdoor storage areas;
- e) the dimensions of front, rear and side yard setbacks and the location and typical dimensions of off-street parking spaces, off-street loading facilities;
- f) the location and type of existing and proposed landscaped areas, planting strips and islands and other surface amenities;
- g) all buildings, structures, pavements, fences, poles, sidewalks, driveways, hedges, trees and hydrants within three (3) metres (10') of the site;
- h) a written indication of the architectural style and features of the proposed building;
- i) all existing and proposed on-site drainage improvements.
- j) All natural features such as wood lots, steep slopes, watercourses and top of bank elevation, etc;
- k) The location of private water supply and sewage disposal facilities;
- l) The application may be required to be accompanied by a copy of the deed to the subject property.
- m) Walkways and walking ramps, including the surfacing thereof, and all other means of pedestrian access/egress.
- n) Facilities for lighting, including flood lighting of the land or of any buildings or structures.
- o) Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste materials.

The application must also be accompanied by an identical copy of the Site Plan without a Key Plan, which shall be used for the registration of any legal agreement.

Development Agreement

Some Site Plans require the applicant to enter into a Development Agreement to provide for all items needed to properly service and develop the site.

The applicant has the option of using his/her own Solicitor or the Town will prepare the Agreement.

Fees

Additional Legal Fees may be applicable to the application for the following:

- Preparation of a Development Agreement or Amended Development Agreement;
- Preparation of an Easement; Lease Agreement; or any other legal document as may be required;
- Registration of Agreements;

Timing

Site Plans vary considerably in their complexity. Therefore, the time period needed for processing will vary from approximately 4 weeks or longer.

For Municipal Use

Date Application Received _____

Completed Application Checked _____
Date _____

Initials _____

By making this application, permission is hereby granted to any Municipal Staff member and Town Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

DECLARATION OF APPLICANT

I/We, , of the of
..... in the of ,
solemnly declare that:

1. All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I have been advised that incomplete and/or inaccurate information will delay the processing of my application and result in additional costs to me.
2. I hereby acknowledge receiving and reviewing the user fee tariff and have reviewed the tariffs relating to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any items with a tariff listed as such. I agree that such costs, if not paid for forthwith after being invoiced, shall be paid by the Town and added to my municipal tax bill and collected in the same manner as taxes.

.....
Signature of Owner/Authorized Agent

.....
Date

.....
Witness

.....
Date

SCHEDULE "A"**Environmental Site Screening Questions****Previous Use of Property**

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Agricultural |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Parkland |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Vacant |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Oil Field |
- Other Uses : Please Provide Details _____

If Industrial or Commercial, specify use:

Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

- ☐ Yes ☐ No ☐ Unknown

Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- ☐ Yes ☐ No ☐ Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent lands?

- ☐ Yes ☐ No ☐ Unknown

Are there or have there ever been underground storage tanks, oil/gas wells or buried waste on the subject land or adjacent lands?

- ☐ Yes ☐ No ☐ Unknown

Have the lands or adjacent lands ever been used as an agricultural operation where pesticides have been applied to the lands?

- ☐ Yes ☐ No ☐ Unknown

Have the lands or adjacent lands ever been used as a weapons firing range?

- ☐ Yes ☐ No ☐ Unknown

Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private landfill or dump?

- ☐ Yes ☐ No ☐ Unknown

If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which contain designated substances (e.g. asbestos, PCB's)?

- ☐ Yes ☐ No ☐ Unknown

Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?*

☐ Yes

☐ No

☐ Unknown

*Possible uses that can cause contamination include: oil field operations, operation of electrical transformer stations, disposal of waste materials, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals which are present.

If previous use of property is industrial or commercial, or if YES to any of questions above, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

ACKNOWLEDGEMENT CLAUSE

I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations and guidelines and the Town's Official Plan policies pertaining to contaminated sites. I acknowledge that as a condition of approval of this application that the Town may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Town of acknowledgement of this Record of Site Condition by the Ministry of Environment. I acknowledge that the Town may require the qualified person signing the Record of Site Condition to submit to the Town a Declaration acknowledging that the Town may rely on the statements in the RSC. I further acknowledge that the Town of Petrolia is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the Town of Petrolia, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.

Date

Signature of Applicant(s)(Owner)

Completed Forms are to be submitted, along with the required application fee to:

**Town of Petrolia
411 Greenfield Street
Petrolia, Ontario N0N 1R0**

CORPORATION OF THE TOWN OF PETROLIA
By-Law 37-2011

BEING A BY-LAW TO REGULATE SIGNS AND OTHER ADVERTISING DEVICES WITHIN THE CORPORATION
OF THE TOWN OF PETROLIA AND TO REPEAL BY-LAW NUMBER 11-2010

WHEREAS Section 11 of the Municipal Act, 2001, S.O. 2001, c. 25 authorizes a municipality to pass by-laws respecting structures, including fences and signs;

AND WHEREAS Section 99 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, provides that a municipality may enter land and pull down or remove a sign if it is erected or displayed in contravention of a by-law respecting signs;

AND WHEREAS it is deemed desirable to establish regulations concerning signs for the Corporation of the Town of Petrolia;

AND WHEREAS the Council wishes to list the By-Law as an Offence under Part 1 of the Provincial Offences Act;

NOW THEREFORE the Council of the Corporation of the Town of Petrolia enacts as follows:

1.0 Definitions

1.01 In this By-law:

"Abandoned sign" means a sign that no longer identifies or advertises an activity, business, product or service, or identifies or advertises an activity, business, product or service which is no longer conducted or available on the premises on which the sign is located.

"Accessory sign" means a sign that pertains to the use of the premises on which it is located.

"Alter" means to change one or more dimensions of a sign.

"Animated Sign" means any sign that includes action or motion of all or any part of a sign and includes a sign containing intermittent or flashing light source.

"Area" means the surface of (1) side of the sign including the border and frame.

"Awning" means a retractable, collapsible or moveable shelter, hood or cover that projects from the wall of a building.

"Awning Sign" means sign painted on or affixed flat to the surface of an awning that does not extend beyond the limits of the awning, is used solely for identification of the business and contains no other commercial message.

"Backlit Sign" means a sign that is illuminated by an internal light source or lighting behind the sign lettering. An example of a back lit sign is a monument sign that is illuminated by several fluorescent bulbs that are located within the sign cabinet.

"Banner Sign" means any sign composed of a non-rigid material such as cloth, canvas or other similar material used for temporary purposes with or without frames.

"Billboard Sign" means any sign other than a real estate sign, measuring more than 3.0 sq. m (32.28 sq. ft) in Area, that directs attention to products, goods and services, activities or facilities not provided on the premises on which the sign is located.

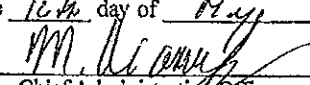
"By Law Enforcement Officer" means any person appointed by the municipality to act as a Municipal Enforcement Officer/Provincial Offences Officer and or By-Law Officer.

"Canopy" means a permanent non-retractable shelter, hood or cover that projects from the wall of a building but does not include a projecting roof.

"Canopy Sign" means a sign painted on, affixed flat to or attached to the surface of a canopy.

Dianne Caryn
Chief Administrative Officer
Town of Petrolia

I, Dianne Caryn, CAO of the TOWN OF PETROLIA, hereby certify the foregoing By-Law 37-2011, as passed by the Council of the Town of Petrolia on the 16th day of May.


Chief Administrative Officer

"Chief Building Official" means the person appointed as such by the Municipality under the Building Code Act, as amended from time to time.

"Council" means the Council of the Municipality.

"Directional Sign" means a sign that communicates information regarding pedestrian or vehicular movement.

"Electronic Changeable Message Sign" means a sign on which the message is changed mechanically or electronically. An *Electronic Message Reader Board (ERB)* is a type of changeable message sign and means that part of a sign that has a message board that can be electronically programmed to display information.

"Entranceway Sign" means a sign which marks the entrance to a subdivision, apartment complex, condominium development, industrial park or other development complex.

"Erect" means to attach, install, hang, place, suspend or affix a sign or letters or to build, construct, reconstruct, alter, enlarge, relocate the sign and includes changing the surface of a sign.

"Existing Sign" means a sign that was lawfully on display prior to the adoption of this by-law.

"Fascia Sign" means a sign located in such a manner that the sign surface is parallel to the main wall of the building to which it is attached.

"Flashing Sign" means a sign which contains an intermittent or sequential flashing light source.

"Front Lit Sign" means a sign that is illuminated by an external light source. An example of a front lit sign is a monument sign that is illuminated by a spot light that is located several feet in front of the sign.

"Grade" means the average elevation on the finished surface of the ground immediately surrounding the sign.

"Ground Sign" means a sign affixed to, supported by or placed directly upon the ground.

"Historic Downtown Sign" means a sign located in that portion of the Municipality shown on Schedule 'An' attached hereto.

"Illegal Sign" means a sign which does not meet the requirements of this By-law and which has not received legal non-conforming status.

"Incidental Sign" means a small sign, emblem, or decal informing the public of goods, facilities, or services available on the premises. Examples of incidental signs include credit card signs, signs indicating the hours of business, no smoking signs, signs used to designate bathrooms, and signs providing information on credit cards and business affiliations.

"Inflatable Sign" means a non-rigid sign supported by air or other gas pressure.

"Memorial Sign" means a sign noting historical information about a building to which it is attached or the site upon which the sign is erected.

"Moving Sign" means a sign in which the sign itself or any portion of the sign moves or revolves. A "rotating sign" is a type of moving sign. Such motion does not refer to the method of changing the message on the sign. Moving signs include any sign which has any visible moving parts, visible revolving parts, visible mechanical movement, or other visible movement achieved by electrical, electronic, or mechanical means, including intermittent electric pulsations or movement caused by normal wind current.

"Municipality" means the Corporation of the Town of Petrolia.

"Mural" means any painting, drawing, sketching or other markings, that contain no text or logo, that appear to be advertising a business or product and that are applied directly to a wall or other integral part of a building or structure.

"Nameplate" means an on-premises identification sign giving only the name, address, and/or occupation of an occupant or group of occupants.

"Neon Sign" means a sign consisting of glass tubing, filled with a gas such as neon, which glows when electric current is sent through it.

"Nonconforming Sign" means:

1. A sign which is prohibited under the terms of this Chapter, but was erected lawfully and was in use on the date of enactment of this Chapter, or amendment thereto.
2. A sign which does not conform to the requirements of this Chapter, but for which a variance has been granted.

"Obsolete Sign" means a sign that advertises a product that is no longer made or that advertises a business that has closed.

"Owner" means the owner of the sign and includes the owner of the property on which the sign is erected and the owner of the business being advertised.

"Pedestal Sign" means a non-illuminated sign resting on the ground.

"Pole Sign" means a sign supported and placed upon one or more poles or standards.

"Portable Sign" means a temporary advertising device and includes any and all signs constructed so as to be readily moved or transported whether or not the sign is fixed to the ground, mounted on a vehicle or affixed to a freestanding structure but does not include a Sandwich board sign.

"Projecting Sign" means a sign which projects from a building face so that the sign face is not parallel with the building wall which it is attached.

"Property" means a separately assessed property shown on the Municipality's Assessment Roll.

"Real Estate Sign" means a temporary sign indicating the property on which the sign is located, or any part thereof is for sale, rent or is open for viewing for the purpose of such sale or rent of the property.

"Real Estate Development Sign" means a temporary sign that is designed to promote the sale or rental of lots, homes, or building space in a real estate development (such as a subdivision or shopping center) that is under construction on the parcel on which the sign is located. The sign may also identify the designer, contractors and subcontractor, and material suppliers participating in construction on the property on which the sign is located.

"Roof Line" means a line formed by the intersection of the exterior walls of a building with the roof of a building and in the case of a pitched roof shall be at the eaves level.

"Roof Sign" means any sign that is erected, on or above the roof line of a building and includes an inflatable sign.

"Sandwich Board Sign" means a non-illuminated sign consisting of two (2) flat surfaces joined at one (1) end and resting on the ground.

"Sign" means a sign surface containing an advertisement by means of painting or printing on, attaching bills, letters, numerals or symbols to any building, structure or device which identifies or advertises any business, group, activity or product on any premises in such a way as to be visible to the public, excluding a mural.

"Sign Face" means the area of the single surface of any sign within the outer edge of the frame or border of a sign. In the case of a multi-faced sign (excluding sandwich board signs), each side shall be counted in computing the sign face.

"Street" means a common and public highway, street, avenue, parkway, square, place, bridge, viaduct or trestle any part of which is intended for or use by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

"Street Line" means the curb line, edge of asphalt or any travelled portion of a street.

"Temporary Sign" means a sign displayed for a limited period of time.

"Vehicle" means a motor vehicle, tractor, trailer, truck, camper, boat, motorcycle, motorized snow vehicle, mechanical equipment or any vehicle drawn, propelled or driven by any kind of power.

"Vehicle Sign" means a sign painted or mounted on the side of a vehicle, including signs on the face of a truck trailer.

"Visibility Triangle" means a triangular area formed within a lot by:

- (a) intersecting streets and a straight line connecting them 9.0 m (29.52 ft) from their point of intersection;
- (b) the intersection of a street and any portion of a driveway within 9.0 m (29.52 ft) of a property line and a straight line connecting them 9.0 m (29.52 ft) from their point of intersection; or
- (c) the intersection of an alley and a street, or two alleys and a straight line connecting them 9.0 m (29.52 ft) from their point of intersection.

"Wall Sign" means a display sign attached parallel to the wall of a building. Painted signs, signs which consist of individual letters, cabinet signs, and signs mounted on the face of a mansard roof or parapet shall be considered wall signs. Permanent signs which are not affixed directly to a window or are positioned next to a window so that they are visible from the outside shall also be considered wall signs.

"Window Sign" means a sign placed, painted or affixed upon a window facing the outside, and intended to be seen from the exterior of the window.

"Zone" means an area delineated on a Map Schedule of the Zoning By-Law and designated by such by-law for specific use or specific uses.

"Zoning By-Law" means any by-law in effect within the Municipality that was passed pursuant to section 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended.

2.0 General Requirements

- 2.01 Except as otherwise provided in this by-law, no person shall erect a sign or awning without a permit being issued by the Chief Building Official.
- 2.02 A permit issued pursuant to Subsection 2.01 shall expire if the work, as allowed by the permit, is not commenced within six (6) months from the date the permit was issued.
- 2.03 Notwithstanding any provision contained in this By-Law, no person shall erect or maintain any sign, awning or canopy in such a location or of such construction so as to block or interfere with visibility or operation of any traffic sign, traffic signal, or other traffic related appurtenance or that obstructs the view of a vehicle driver or a pedestrian so as to create an unsafe situation.
- 2.04 This by-law may be referred to as the "Town of Petrolia Sign By-law"
- 2.05 Nothing in this by-law shall serve to relieve any person from the obligation to comply with all other applicable laws.
- 2.06 Every sign, awning, or canopy shall be designed, constructed and erected in conformity with the provisions of this by-law and in compliance with the Ontario Building Code, as amended from time to time.
- 2.07 Every person shall maintain every sign, sign message and structure in a proper state of repair.
- 2.08 This by-law shall not apply to an existing sign provided that no such sign shall be reconstructed, substantially altered or moved unless such sign is made to comply with the provisions of this by-law in all respects.
- 2.09 Council may, upon an application from any person, authorize minor variances from this by-law, if in the opinion of Council the general intent and purpose of the by-law are maintained.

3.0 General Sign Provisions:

3.01 The provisions of this section shall apply to all signs.

3.02 No persons shall erect a sign unless it is in conformity with this by-law.

3.03 To apply for a permit the applicant shall submit an application to the Municipality, which shall be accompanied by the following unless deemed unnecessary by the Chief Building Official.

(a) Drawings and specifications showing:

(i) plans of the proposed sign drawn to scale including construction details, supporting framework, footings, foundation, illumination details, height and weight, area, clearance height and elevation in relation to adjacent buildings and the sign type (two copies);

(ii) materials and specifications (including colours);

(iii) a site plan showing the proposed location of the sign in relation to the building and the boundaries of the lot upon which it is to be situated; and

(iv) the size and location of existing signs on the property.

(b) in case of signs affixed to any wall, plans showing the elevation of the building on which the proposed sign is to be erected, doors, windows and other openings, wall area, location and colour of the proposed sign;

(c) where a proposed sign will front a County Road, a copy of the approval from the County of Lambton is required;

(d) a permit fee as prescribed in Schedule "B" attached to this by-law.

3.04 The Chief Building Official shall issue a permit for any sign if a complete application has been received together with all required supporting documentation and the appropriate fee, and the sign for which an application has been made will comply with this by-law and other applicable law.

3.05 No person shall erect any sign on or over property owned by the Municipality without consent of the Municipality.

3.06 Prohibited Signs:

Unless otherwise permitted elsewhere in this By-law, the following signs are prohibited in all zones:

Any sign not expressly permitted.
Illegal Signs.
Animated Signs.
Moving Signs
Obsolete Signs.
Portable or Moving Signs as defined, except where expressly permitted in this Chapter.
Roof Signs.
Signs that May Confuse Traffic. Any sign which makes use of the words "stop", "look", or "danger", or any other words, phrases, symbols, or characters, in such a manner as to interfere with, mislead, or confuse traffic.
Signs which in any way simulate or could be confused with the lighting of emergency vehicles or traffic signals; there shall be no red, yellow, or green illumination on any sign located in the same line of vision as a traffic control system, nor interference with vision clearance along any highway, street, or road or at any intersection of two or more streets.
Signs that Obstruct Access. Signs which obstruct free access to or egress from any building.
Signs within a visibility triangle.
Signs attached to a tree, tree grating, protector, utility pole or light standard.
String Lights. String lights used for commercial purposes, other than holiday decorations.

Unsafe Signs. Any sign or sign structure which:

- a. is structurally unsafe;
- b. constitutes a hazard to safety and public health by reason of inadequate maintenance, dilapidation, or abandonment;
- c. is capable of causing electric shock to person who comes in contact with it; or
- d. is not kept in good repair, such that it has broken parts, missing letters, or non-operational lights.

3.07 Signs Permitted in All Zones:

Unless otherwise permitted elsewhere in this By-law, the following signs are permitted in all zones:

Authorized Directional Signs
Signs required to be posted by government order, rule or regulation
Memorial Signs, cornerstones, historical markers and like monuments
Election signs

3.08 Temporary Signs

- (a) One (1) Temporary Sign not to exceed 6.0 sq. m (64.56 sq. ft) in an area may be erected on a construction site indicating the nature of the project and the developers and related personnel, professionals or trades involved in the development of the site. The sign may be on display for not longer than thirty (30) days after the completion of construction. Notwithstanding Subsections 3.03, no permit shall be required for a sign erected pursuant to this section.
- (b) One (1) Temporary Sign used to identify a subdivision or other development may not exceed 6.0 sq. m (64.56 sq. ft) may be erected at the entrance of the subdivision or other development until the subdivision or other development is substantially complete as determined by the Municipality. Notwithstanding Subsection 3.03, no permit shall be required for a sign erected pursuant to this section
- (c) The owner of land on which is a Temporary Sign is erected shall remove the sign or cause the sign to be removed within fourteen (14) days of the sign becoming an Abandoned Sign. In the event that the sign(s) is (are) not removed within this time period, the Municipality or its agents may enter upon the property and carry out the removal of the sign(s) at the expense of the owner.

4.0 Residential

4.01 In addition to the requirements contained in Section 3.0, and Section 10.0 the requirements of this section shall apply to all signs in any residential zone as defined by the Zoning By-law.

4.02 One (1) Ground Sign or Fascia Sign identifying a home occupation permitted under the Zoning By-law and indicating not more than the name, occupation and operating hours of the occupant shall be permitted however no person shall erect a ground or fascia sign identifying a home occupation that:

- (a) exceeds 0.279 sq. m (3.00 sq ft) in Area;
- (b) is illuminated;
- (c) is flashing or animated;
- (d) if a ground sign, exceeds 1.2 m (3.94 ft) in height from grade; and
- (e) is closer than 3.0 m (9.84 ft) to any property line.

5.0 Agricultural

5.01 In addition to the requirements contained in Section 3.0, the requirements of this section shall apply to all signs in any agriculture zone as defined by the Zoning By-law.

5.02 One (1) Ground Sign or Fascia Sign Identifying a home occupation permitted under the Zoning By-law and indicating not more than the name, occupation and operating hours of the occupant shall be permitted however no person shall erect a ground or fascia sign identifying a home occupation that:

- (a) exceeds 4.5 sq. m (48.42 sq. ft) in area;
- (b) if a Ground Sign, exceeds 1.2 m (3.94 ft) in height from grade; and
- (c) is closer than 3.0 m (9.84 ft) to any property line.

5.03 In addition to the sign referred to in Subsection 5.02, one (1) Ground Sign or Fascia Sign for the purpose of advertising the sale of produce shall be permitted however no person shall erect a ground or fascia sign for the advertising of the sale of produce that:

- (a) exceeds 4.5 sq. m (48.42 sq. ft) in area;
- (b) if a ground sign, exceeds 2.4 m (7.87 ft) in height from grade; and
- (c) is closer than 3.0 m (9.84ft) to any property line.

6.0 Commercial, Industrial and Institutional

6.01 In addition to the requirements contained in Section 3.0, the requirements of this section shall apply to all signs in any commercial, industrial or institutional zone as defined in the Zoning By-law.

6.02 A Fascia Sign shall be permitted with a maximum area of 1.0 sq. m (10.76 sq. ft) per linear meter (3.28 ft) of building frontage on a street line; and

- (a) for buildings fronting on more than one street line, the building frontage on each street shall be deemed to be separate building frontages for the purpose of calculating the permitted areas of signs and shall not be combined; and
- (b) where a building is setback from an interior yard the provisions of Subsection 6.02 (a) shall apply;
- (c) where letters or symbols are used as a sign, then the sign shall be deemed to be the area contained within a line surrounding all of the letters or symbols.

6.03 In an Industrial Zone, as defined by the Zoning By-law, the provisions of Subsection 6.02 shall apply except that the maximum permitted sign area will be 1.5 m (16.14 sq. ft.) for each linear meter of building frontage.

6.04 A Projecting Sign may be erected, however no person shall erect a projecting sign:

- (a) with a maximum projection of the sign greater than 1.0 m (3.28 ft.) beyond the face of the wall to which it is attached; and
- (b) with the lowest point less than 2.5m (8.20 ft.) above the level of any pedestrian walkway and 4.5 m (14.76 ft.) above a travelled portion of a municipal road allowance.

6.05 A Pole Sign may be erected, however no person shall erect a pole sign that is:

- (a) greater than 8.0 m (26.24 ft.) in height from grade;
- (b) have a clearance of less than 4.5 m (14.76 ft.) above grade if erected in a visibility triangle; and
- (c) closer than 3.0 m (9.84 ft.) to any property line, provided that a Pole Sign having a minimum clear height of 2.5m (8.20 ft) and which is supported by supports having a

maximum width/depth of 38 cm (15 in) and which does not have a base or ornamental features which will create a visible obstruction for motorists; and

- (d) located on property within the Historic Downtown area as designated on Schedule "C" attached hereto.

6.06 One (1) Billboard Sign may be permitted in an Industrial or Highway Commercial Zone and shall comply with requirements of Section 12.0 of this By-law.

7.0 Portable Signs

7.01 In addition to the requirements contained in Section 3.0, the requirements of this section shall apply to all portable signs.

7.02 No person shall have more than one (1) Portable Sign displayed at a property at any one time except where properties with a frontage exceeding 50.0 m (164.0 ft.) or part thereof are permitted an additional Portable Sign provided that no Portable Sign be located closer than 30.0 m (98.40 ft.) from any other Portable Signs.

7.03 No person shall allow an electrical extension cord to pass over a sidewalk, pedestrian walkway, roadway, driveway, aisle or parking space.

7.04 Portable signs shall:

- (a) require a permit but no fee is charged;
- (b) not be permitted in any Residential Zone as defined in the Zoning By-law;
- (c) not have an area greater than 6.0 sq. m (64.56 sq. ft.);
- (d) have permanently affixed to it in a visually prominent location the name and phone number of the sign owner;

and, no person shall:

- (a) place a portable sign closer than 1.0 m (3.28 ft.) to any lot line;
- (b) allow a portable sign to occupy any space required for off-street parking required by Zoning By-law;
- (c) allow a portable sign to be placed on property owned by the Municipality; and
- (d) locate a portable sign within any visibility triangle.

7.05 A portable sign shall remain on a property for no more than 2 months during a calendar year. However, an extension may be granted where the sign owner can justify the need for an extension.

8.0 Sandwich Board & Pedestal Signs

8.01 In addition to the requirements contained in Section 3.0, the requirements of this section shall apply to all Sandwich Board Signs and Pedestal Signs and includes any wind activated attention devices.

8.02 No person shall place more than one (1) Sandwich Board Sign or Pedestal Sign for each business.

8.03 Sandwich Board Signs and Pedestal Signs shall:

- (a) require a permit but no fee is charged;
- (b) not have an Area exceeding 1.0 sq m (10.76 sq. ft.) per sign surface and height not exceeding 1.2 m (3.94ft.);

and, no person shall:

- (c) place a sandwich board or pedestal sign closer than 0.3 m (1.0ft.) to the street line;
- (d) If placed on public sidewalk or walkway, leave less than a 1.8 m (5.90 ft.) wide unobstructed pedestrian corridor;

- (e) place in a location that will interfere with parking spaces, parking meters, crosswalks, landscape planters, street furniture, trees, utility poles, and fire hydrants;
- (f) create an obstruction to vehicle or pedestrian traffic or a hazard to public safety;
- (g) display the sign other than during the business hours of the premises; and
- (h) erect an illuminated sandwich board or pedestal sign.

8.04 Every sign owner shall maintain public liability insurance while the sign is placed within the public right-of-way.

9.0 Inflatable Signs – Permitted for Special Events Only

9.01 In addition to the requirements contained in Section 3.0, the requirements of this section shall apply to all inflatable signs.

9.02 No person shall erect more than one (1) inflatable sign per property unless the property has a frontage exceeding 90.0 m (295.20 ft.) in which case an additional Inflatable Sign is permitted provided that no Inflatable Sign may be located closer than 30.0 m (98.40 ft.) to any other Inflatable Sign or Portable Sign.

9.03 Notwithstanding Subsection 9.02, if there is a Portable Sign on the property, no person shall erect more than one (1) Inflatable Sign.

9.04 Every person shall locate an inflatable sign only on the property to which the sign refers.

9.05 Inflatable Signs shall:

- (a) require a permit but no fee is charged;

and, no person shall:

- (b) place closer than 3.0 m (9.84 ft.) to a public sidewalk, and where no public sidewalk exists, the street line, and under no circumstance shall an Inflatable Sign be placed on a public right-of-way;
- (c) allow the sign to occupy any space required for off street parking as required by the Zoning By-law;
- (d) allow an inflatable sign to be placed on property owned by the Municipality; or be located within any visibility triangle;
- (e) allow an inflatable sign to obstruct vehicle or pedestrian traffic or be a hazard to public safety; and
- (f) allow an inflatable sign to be displayed beyond the duration of a Special Event.

10.0 Real Estate Signs

10.01 In addition to the requirements contained in Section 4.0, the requirements of this section shall apply to all Real Estate Signs.

10.02 Real Estate Signs shall:

- (a) not require a permit;
- and, no person shall:

- (b) place a real estate sign closer than 0.3 m (.98 ft.) to any lot line;
- (c) create an obstruction to vehicle or pedestrian traffic or hazard to public safety;
- (d) place a real estate sign on property owned by the Municipality or within any visibility triangle.
- (e) Place a real estate sign larger than 0.56 sq. m. (6 sq. ft.)

11.0 Historic Downtown Signs – Heritage District

- 11.01 In addition to the requirements contained to Section 3.0, the requirements of this section shall apply to all Historic Downtown Signs.
- 11.02 No person shall erect or permit the erection of sign in the Historic Downtown area as designated on Schedule "C" attached hereto except in accordance with this section.
- 11.03 Every person shall notwithstanding any other section of this by-law to the contrary, who is the owner of the land in the Historic Downtown area, ensure that:
- (a) all signs shall be made entirely of wood or a material which has the appearance of natural wood;
 - (b) any memorial sign shall be made of cast metal including bronze, brass, wood or a material which has the appearance of natural wood, and shall have no greater area than 0.56 sq m (6.03 sq. ft.);
 - (c) any projecting sign shall have a minimum distance of 2.5 m (8.20 ft.) between top of sidewalk and bottom of sign;
 - (d) the anchoring device used to erect the a projecting sign is made of wood or wrought iron only and that the anchoring device is extended no further than 1.22 m (4 ft.) from the face of the building to which it is attached but not more than 1.0 m (3.28 ft.) short of the street line;
 - (e) any awning or canopy signs and supporting structures shall have a minimum distance of 2.13 m (6.99 ft.) between the top of the sidewalk and the bottom of the awning;
 - (f) the maximum projection of the awning or canopy shall be no greater than 2.0 m (6.56 ft.) beyond the face of the wall to which it is attached and extend no greater than 1.0 m (3.28 ft.) to the vertical plane projected up from the street line. All such awnings or canopies overhanging municipal property shall be approved by a resolution of Council where such overhang exceeds 0.3 m (.98ft.);
 - (g) all lettering, numbering or graphics on any sign is no larger than 25 cm (10 in) in height, with the exception of the first letter in any word;
 - (h) any sign erected shall conform to the Benjamin Moore Historic Colours HC1- HC174 historic colour palette or comparable alternate and those colours attached as Schedule "D" to this by-law;
 - (i) no sign shall be internally illuminated; and
 - (j) the fringe of any awning or canopy be no greater than 0.3 m (.98 ft.) in depth.

12.0 Billboard Signs

- 12.01 In addition to the requirements contained in Section 3.0, the requirements of this section shall apply to all Billboard Signs.
- 12.02 Billboard Signs shall only be permitted on properties zoned Agricultural, Industrial and Highway Commercial as defined in the Zoning By-law.
- 12.03 Only one (1) Billboard Sign shall be permitted on a property.
- 12.04 The maximum area of a Billboard Sign shall not exceed 18.5 sq. m (199.06 sq. ft.).
- 12.05 A Billboard Sign shall not be located within 300 m (984.0 ft.) distance from another Billboard Sign.
- 12.06 A Billboard Sign shall not be located within 152.5 m (500.20 ft.) distance from a residential use.
- 12.07 A Billboard Sign shall not be closer to the street line than the front of the nearest building on the property or setback requirement for the zone, whichever is greater.

12.08 All Billboard Signs shall be maintained in a neat and clean manner free from any loose material at all times.

13.0 Awnings and Canopies

13.01 Awnings and Canopies may be erected and every person shall ensure that:

- (a) the lowest point is at least 2.13 m (6.99 ft.) above the level of any pedestrian walkway and 4.5 m (14.76 ft) above the travelled portion of the street ;
- (b) the maximum projection of the awning or canopy shall be no greater than 2.0 m (6.56 ft.) beyond the face of the wall to which it is attached and extend no greater than 1.0 m (3.28 ft.) to the vertical plane projected up from the street line. All such awnings or canopies overhanging municipal property shall be approved by a resolution of Council where such overhang exceeds 0.3 m (.98ft.);
- (c) in cases where it is planned that a street will be widened in the future, any new awning or canopy shall be constructed in relation to the proposed property line so as to comply with the requirements of this By-law as if the street has been widened.

13.02 Every person shall ensure that any and all existing Awnings or Canopies comply with this By-law within sixty (60) days of the completion of the widening of the street and after receiving official notification from the Chief Building Official.

13.03 Every person shall ensure that Awnings or Canopies are constructed and erected so as to be collapsible or rigid. If collapsible type, then awning or canopy must be rolled or folded back to enable storing to a position flat against the building when canopy or awning is not in use.

13.04 Every person shall ensure that all Awnings or Canopies shall be securely attached to the building wall or structure with proper fastening devices and shall not be dependent for support on any cornice, window sill, frame or other projection.

14.0 Electronic Changeable Message Boards

14.01 Permitted on properties zoned C2, M1 and M2 and fronting on Oil Heritage Road.

14.02 Sign shall be a maximum of 2.8 square metres (30 square feet) if part of another permitted sign structure and 0.5 square metre (5 square feet) if not part of another permitted sign structure.

14.03 Only one Changeable Message Board is allowed per lot.

14.04 Minimum duration of message on-time -- 30 seconds.

14.05 The message shall only consist of letters and logos.

14.06 Message or Picture Animation Signs which convey the appearance of movement or animation of message or picture in any form shall not be permitted.

14.07 Scrolling or flashing shall not be permitted.

14.08 Maintenance -- When any part of the message display is not working properly, the use of the ERB is to be discontinued until the repairs are made.

14.09 Intersections -- ERB signs shall not be allowed within 200 feet of an intersection.

14.10 Contrast and Contrast Orientation -- ERB displays shall have a black background.

14.11 Color -- ERB signs shall be limited to one of the following colors: red, orange, or yellow.

14.12 Separation -- ERB signs shall have a minimum separation distance of 100 feet from any other ERB sign.

15.0 Administration and Enforcement

15.01 This by-law shall be administered and enforced by the Chief Building Official.

15.02 A By-law Enforcement Officer may enter upon any lands at any reasonable time to inspect all signs for the purpose of determining or effecting compliance with this By-law.

- 15.03 Upon the erection of any sign, the owner/agent shall notify the Chief Building Official for inspection.
- 15.04 If after an inspection, a By-Law Enforcement Officer is satisfied that a sign has been erected in contravention of any of the provisions of this By-Law, or of the conditions of a permit issued pursuant to this By-law, the By-Law Enforcement Officer may issue an order requiring the Owner to remedy such contraventions as may be outlined in the order.

An Order issued under Subsection 14.04 shall contain:

- (a) the municipal address and/or the legal description of the property on which the non-complying sign was erected;
 - (b) a description of the by-law and/or permit provisions that have not be complied with;
 - (c) a statement that the sign must be brought into compliance with the provisions of this By-Law and/or the conditions of the permit issued for the sign or to remove the sign within the time specified;
 - (d) a statement that the sign must be brought into compliance with the provisions of this By-law and/or the conditions of the permit issued for the sign or to remove the sign within the time specified;
 - (e) a statement that if the order is not complied with, the sign may be removed and disposed of by the Municipality at the expense of the owner.
- 15.05 An order issued under Subsection 14.04 shall be served personally on the owner or by prepaid registered mail to the last known address of the owner as shown on the municipal tax roll.
- 15.06 Any costs incurred by the Municipality under Subsection 14.04 and Subsection 3.10 may be recovered in like manner and with the same priority as municipal taxes.
- 15.07 A sign or signs erected on property owned by the Municipality without consent of the Municipality, may be removed and disposed of by the Municipality, with or without prior notice, at the expense of the owner of the sign.
- 15.08 No person shall obstruct a By-law Enforcement Officer or any agent of the Municipality while they are carrying out their duties under this By-law.
- 15.09 Every person who contravenes any provisions of the by-law is guilty of an offence and on conviction may be subject to a fine as provided for in the Provincial Offences Act.

See Set Fine Schedule "A" attached

- 15.10 It is hereby declared that each and every part of the foregoing provisions of this by-law is severable. If any provisions of this by-law should for any reason be declared invalid by any court, it is the intention and desire of this Council that each and every one of the then remaining provisions herein shall remain in full force and effect.

16.0 Minor Variance

- 16.01 The staff appointed Committee of Adjustment of the Municipality is hereby appointed Standing Committee of the Council for the purpose of enquiring into and reporting on any applications for minor variances from the provisions.
- 16.02 The Committee may recommend that any application be refused or that such relief as it considers appropriate to be granted either absolutely or subject to conditions.
- 16.03 The Committee is directed to follow its usual procedure on such application, as may be practical.
- 16.04 The Clerk shall place all reports made by the Committee of Adjustment under this section before the Council for approval.
- 16.05 The Council's usual rules respecting delegations will apply to person desiring to make representation in support of or against a Committee of Adjustment recommendation made under this section.

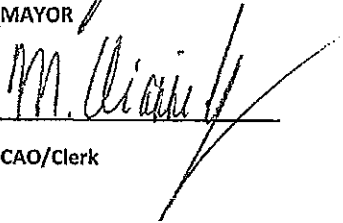
17.0 Repeals and Effective Date

17.01 That By-Law 11-2010 and any prior by-law that is inconsistent with the terms of this by-law is hereby repealed.

17.02 This By-Law shall come into full force and effect on the final passing thereof.

By-Law Read a First, Seconded and Third Time and Finally Passed this 16th day of May, 2011.



MAYOR

CAO/Clerk

Page 1

NOTE: The penalty section for offences cited above is Section 15.09 of By-law No. 37 of 2011, a certified copy of which has been filed.

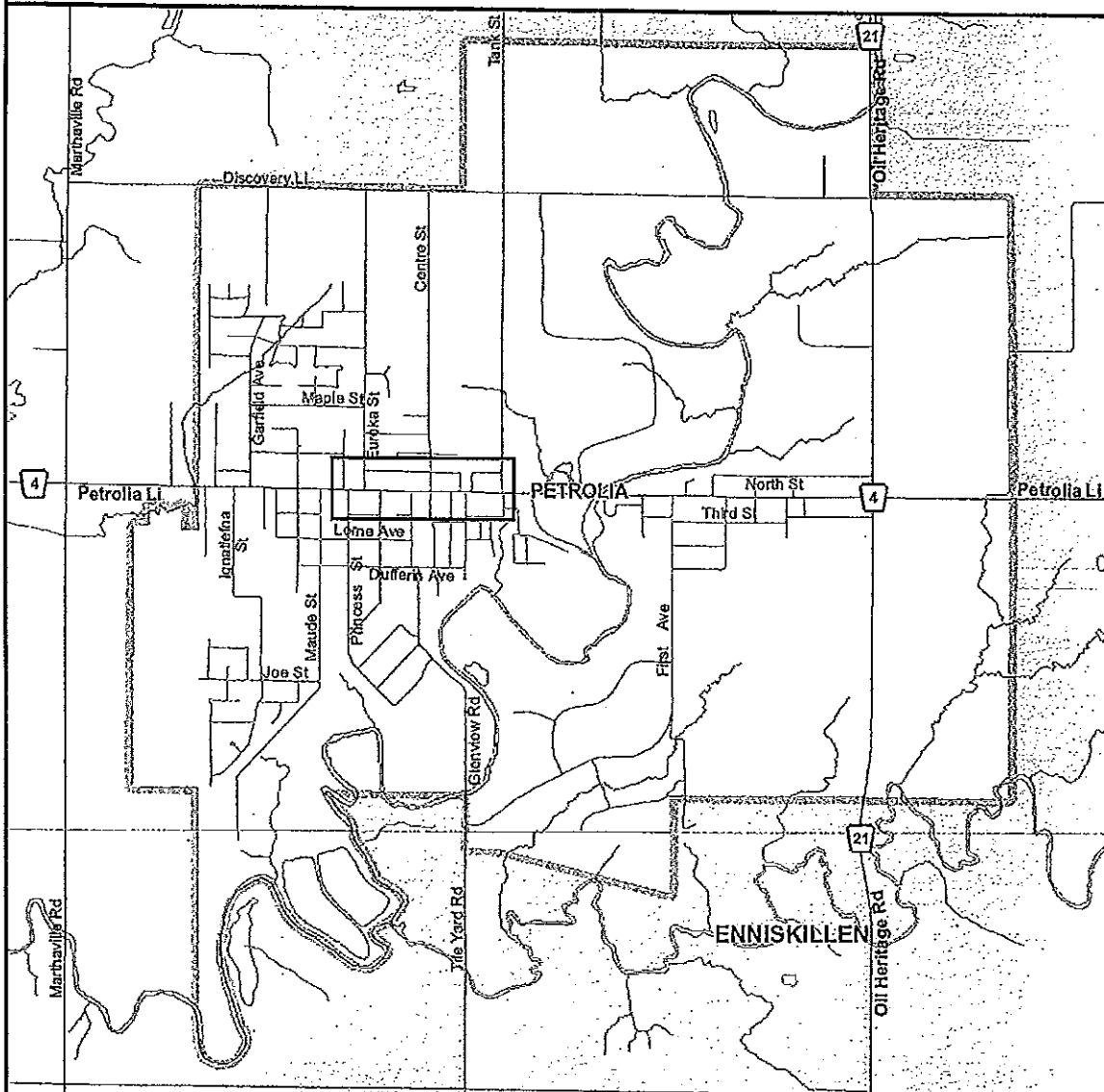
Schedule "B"

By-Law Number 37 - 2011

Sign Permit Fee: \$ 60.00 Per Sign

CORPORATION OF THE TOWN OF PETROLIA

SCHEDULE "C"
By-Law Number 37 - 2011
"Heritage District"



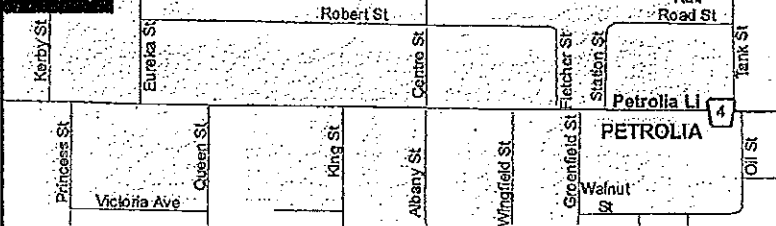
LEGEND

- County Roads
- Local Roads
- Waterbodies



0 0.6 1 Kilometers

Inset Map



Schedule "D" of By-Law 37 -- 2011

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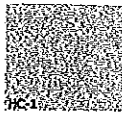




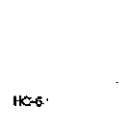
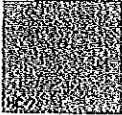
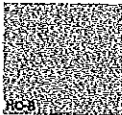

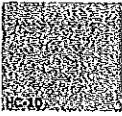
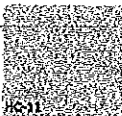

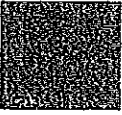
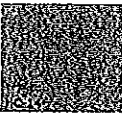
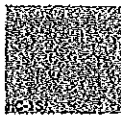
Helping Make Your Home YOU

ENTER COLOR NAME OR PRODUCT DESCRIPTION

[Home](#) > [Other Benjamin Moore Color Samples...Over 2000 Colors available!!!](#) > [Historical Colors](#)

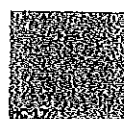
Historical Colors

Benjamin Moore Historical Colors 2 Ounce Samples

	■ Historical Colors HC-51 to HC-100	■ Historical Colors HC-101 to HC-150	■ Historical Colors HC-151 to HC-174
Gallons of Benjamin Moore Aura and Natura			
Quarts of Benjamin Moore Aura			
Benjamin Moore Paint - Other lines			
Fan Decks			
Metallic Paints & Fun Paints	HC-1	HC-2	HC-3
Benjamin Moore 20z Affinity Color Sample Jars of Aura	\$3.49	\$3.49	\$3.49
Other Benjamin Moore Color Samples...Over 2000 Colors available!!!			
			
	HC-4	HC-5	HC-6
	\$3.49	\$3.49	\$3.49
Cabot Decking and Siding Stain Sample Cans			
Decorative Hardware			
Paint Applicators and Supplies	HC-7	HC-8	HC-9
	\$3.49	\$3.49	\$3.49
Household Items			
Quarts of Benjamin Moore Paints			
	HC-10	HC-11	HC-12
	\$3.49	\$3.49	\$3.49
			
	HC-13	HC-14	HC-15
	\$3.49	\$3.49	\$3.49



Sample
Benjamin
Moore
Livingston
Gold
Historical
Color
HC-16
\$3.49



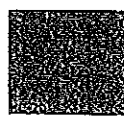
Sample
Benjamin
Moore
Summerdale
Gold
Historical
Color HC-17
\$3.49



Sample
Benjamin
Moore
Adams Gold
Historical
Color HC-18
\$3.49



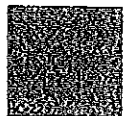
Sample
Benjamin
Moore
Norwich
Brown
Historical
Color
HC-19
\$3.49



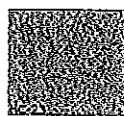
Sample
Benjamin
Moore
Woodstock
Tan
Historical
Color HC-20
\$3.49



Sample
Benjamin
Moore
Huntington
Beige
Historical
Color HC-21
\$3.49



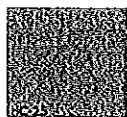
Sample
Benjamin
Moore
Blair
Gold
Historical
Color HC-22
\$3.49



Sample
Benjamin
Moore
Yorkshire
Tan
Historical
Color HC-23
\$3.49



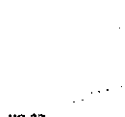
Sample
Benjamin
Moore
Pittsfield
Buff
Historical
Color HC-24
\$3.49



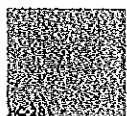
Sample
Benjamin
Moore
Quincy Tan
Historical
Color
HC-25
\$3.49



Sample
Benjamin
Moore
Monroe
Bisque
Historical
Color HC-26
\$3.49



Sample
Benjamin
Moore
Monterey
White
Historical
Color HC-27
\$3.49



Sample
Benjamin
Moore
Shelburne
Buff
Historical
Color
HC-28
\$3.49



Sample
Benjamin
Moore
Dunmore
Cream
Historical
Color
HC-29
\$3.49



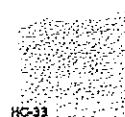
Sample
Benjamin
Moore
Philadelphia
Cream
Historical
Color HC-30
\$3.49



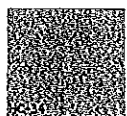
Sample
Benjamin
Moore
Waterbury
Cream
Historical
Color
HC-31
\$3.49



Sample
Benjamin
Moore
Standish
White
Historical
Color
HC-32
\$3.49



Sample
Benjamin
Moore
Montgomery
White
Historical
Color HC-33
\$3.49



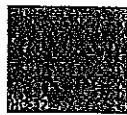
Sample
Benjamin
Moore
Wilmington
Tan
Historical
Color
HC-34
\$3.49



Sample
Benjamin
Moore
Powell Buff
Historical
Color HC-35
\$3.49

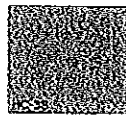


Sample
Benjamin
Moore
Hepplewhite
Ivory
Historical
Color HC-36
\$3.49



Sample
Benjamin
Moore
Mystic
Gold
Historical
Color
HC-37

\$3.49



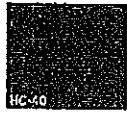
Sample
Benjamin
Moore
Decatur
Buff
Historical
Color
HC-38

\$3.49



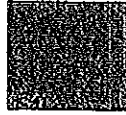
Sample
Benjamin
Moore
Putnam
Ivory
Historical
Color HC-39

\$3.49



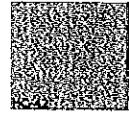
Sample
Benjamin
Moore
Greenfield
Pumpkin
Historical
Color
HC-40

\$3.49



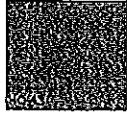
Sample
Benjamin
Moore
Richmond
Gold
Historical
Color
HC-41

\$3.49



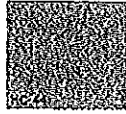
Sample
Benjamin
Moore
Roxbury
Caramel
Historical
Color HC-42

\$3.49



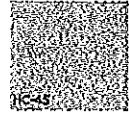
Sample
Benjamin
Moore
Tyler
Taupe
Historical
Color
HC-43

\$3.49



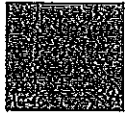
Sample
Benjamin
Moore
Lenox Tan
Historical
Color HC-44

\$3.49



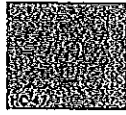
Sample
Benjamin
Moore
Shaker Beige
Historical
Color HC-45

\$3.49



Sample
Benjamin
Moore
Jackson
Tan
Historical
Color
HC-46

\$3.49



Sample
Benjamin
Moore
Brookline
Beige
Historical
Color HC-47

\$3.49



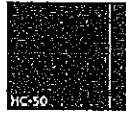
Sample
Benjamin
Moore
Bradstreet
Beige
Historical
Color HC-48

\$3.49



Sample
Benjamin
Moore
Mayflower
Red
Historical
Color
HC-49

\$3.49



Sample
Benjamin
Moore
Georgian
Brick
Historical
Color HC-50

\$3.49

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TOWN OF PETROLIA
APPLICATION FOR A PERMANENT SIGN PERMIT

OWNER: _____ ADDRESS: _____
LOCATION: _____ LOT NO.: _____
ZONE: _____ PLAN NO.: _____

Number of permanent signs currently erected on-site: _____
Will the Sign be attached to a building? _____ yes _____ no

TYPE OF SIGN:
(☐) Billboard or Wall Mural (☐) Projecting or Teaser
(☐) Directional (☐) Free-Standing
(☐) Fascia (☐) Awning or Canopy
Estimated Cost: _____ Dimensions: _____
Area: _____ Weight: _____
Sign Elevation (ground to sign bottom): _____

Sign Height (ground to sign top): _____

Sign Projection (beyond building and / or lot line): _____

Support Materials:

Base: _____

Posts: _____

Guide Wires: _____

Through Bolt: _____

Illumination: (☐) None (☐) Internal (☐) External
Animation: (☐) None (☐) Mechanical (☐) Electrical

Attach plan drawn to scale showing: lot lines, street lines, location of building and location of proposed sign. Attach drawing of proposed sign and support structure.

_____ Required on-site inspection by Chief Building Official.

_____ Required on-site inspection by Heritage Committee

NOTE: Bring this application with you to the on-site inspection.

The applicant agrees to maintain the sign in good condition, to keep it painted and in the case of an illuminated sign, to keep the illuminating devices in good working condition.

This permit is granted on the express condition that works to be carried out shall conform to the provisions of all building codes and by-laws passed by the town of Petrolia.

This permit does not replace a building permit under the Ontario Building Code Act.

The applicant agrees to remove or permit the Town of Petrolia to remove the said sign when notice is given in accordance with any Town by-law.

Signature of Applicant

Date

Approved by Chief Building Official

Date

Approved by Heritage Committee

Date

.....
This permit has been approved.

FEE: \$ 60.00 DATE: _____

Clerk

TOWN OF PETROLIA

APPLICATION FOR A TEMPORARY SIGN PERMIT

APPLICANT: _____ ORGANIZATION: _____

ADDRESS: _____ PHONE: _____

SIGN TYPE: Trailer: _____ Banner: _____ Non-portable: _____ Neon Lettering: ____ yes ____ no

Inflatable Sign – Permitted for Special Event Only: _____

Sign Location: _____

Sign Size & Materials:

Erected Date: _____ Removal Date: _____

(max. 30 days)

Reason for Request: (e.g.: event, opening, anniversary)

Message to be displayed:

The applicant agrees to remove or permit the Town of Petrolia to remove the said sign when the notice is given in accordance with any Town by-law.

Signature of Applicant

Date

Approved by Chief Building Official

Date

This permit has been approved

FEE: N/C Date: _____

Clerk