

Signs

Application Checklist & Submission Package



This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.

Development Permit Application

Checklist required for a complete application for:

➤ Signs – Ground Sign including Billboard less than 3 metres in height

- ✓ No Development Permit is required for a change of sign or copy of a sign provided the sign copy area is not increased. No Development Permit is required for Signs Permitted in All Zones in accordance with section 7.3 of the Zoning By-law.
- ✓ A new Billboard Sign must be at least 300 metres from any other Billboard Sign, except two Billboard Signs may be located together as a unit if the total sign face length does not exceed 15 metres.

HERITAGE: If building is in a “Heritage Conservation Area” please contact the Heritage Officer for requirements, analysis and approval prior to applying for a building permit. All aspects of exterior work / alteration to the building require Heritage approval.

FLOOD RISK AREA: If the property is located within the Flood Risk Area, any ground or billboard signs may require analysis and purchase of compensatory storage. Please contact us for Flood Risk Area Development approval prior to applying for a building permit.

Applicant must submit all that are applicable:

- Completed **Application Form** signed
- Permit Fee**
- Site Plan** illustrating the following
 - Location of lot lines and lot dimensions
 - Location, dimensions, and setbacks of the proposed and existing signs
 - Location of site improvements, including driveways and parking areas
 - Location and dimensions of easements and rights-of-way.
- Elevation Drawings** of the proposed and existing signs.



Building & Development Permit Application

Checklist required for a complete application for:

➤ Signs – Ground Sign including Billboard 3 metres in height or higher

- ✓ No Development Permit is required for a change of sign or copy of a sign provided the sign copy area is not increased. No Development Permit is required for Signs Permitted in All Zones in accordance with section 7.3 of the Zoning By-law.
- ✓ A new Billboard Sign must be at least 300 metres from any other Billboard Sign, except two Billboard Signs may be located together as a unit if the total sign face length does not exceed 15 metres.

HERITAGE: If building is in a “Heritage Conservation Area” please contact the Heritage Officer for requirements, analysis and approval prior to applying for a building permit. All aspects of exterior work / alteration to the building require Heritage approval.

FLOOD RISK AREA: If the property is located within the Flood Risk Area, any ground or billboard signs may require analysis and purchase of compensatory storage. Please contact us for Flood Risk Area Development approval prior to applying for a building permit.

Applicant must submit all that are applicable:

- Completed **Application Form** signed
- Permit Fee** and **Refundable Deposit**
- Site Plan** illustrating the following
 - Location of lot lines and lot dimensions
 - Location, dimensions, and setbacks of the proposed and existing signs
 - Location of site improvements, including driveways and parking areas
 - Location and dimensions of easements and rights-of-way.
- Elevation Drawings** of the proposed and existing signs.
- A design, stamped by a **Professional Engineer licensed in the province of New Brunswick**, for all structural elements of the sign construction and/or connection to the concrete base.



Development Permit Application

Checklist required for a complete application for:

➤ Signs – Awning, Projection, Wall, Roof, Banner, Electronic Message Board

- ✓ No Development Permit is required for a change of sign or copy of a sign provided the sign copy area is not increased. No Development Permit is required for Signs Permitted in All Zones in accordance with section 7.3 of the Zoning By-law.

HERITAGE: If building is in a “Heritage Conservation Area” please contact the Heritage Officer for requirements, analysis and approval prior to applying for a building permit. All aspects of exterior work / alteration to the building require Heritage approval.

Applicant must submit all that are applicable:

- Completed **Application Form** signed
- Permit Fee**
- Elevation Drawings** drawn to scale of the proposed and existing signs.
- Elevation Drawings** of the building façade where the proposed sign is to be attached, which also indicates the occupied building frontage of the associated business.
- Proposed **height** of the sign above the sidewalk (for projection signs).



Development Permits

Relating to All Signage – Please Note:

No Development Permit is required for a change of sign copy of a sign provided the sign copy area is not increased.

No Development Permit is required for Signs Permitted in All Zones in accordance with section 7.3 of the Zoning By-law.

7.3 Signs Permitted in All Zones

Notwithstanding any other provision of this By-law except for section 7.4, the following signs shall be permitted in any zone:

- (a) A real estate sign provided the total sign face area does not exceed two square metres when located on a lot in a Residential zone or three square metres when located on a lot in any other zone;
- (b) A sign associated with a special event or a public election provided the sign does not exceed three square metres in total sign face area and is removed within seven days after the event or election;
- (c) A directional sign provided:
 - (i) There shall be a maximum of one directional sign for each entrance, exit, and drive-thru lane;
 - (ii) Except for a logo, the sign shall be limited to the sole purpose of directing vehicles or pedestrians to an access or driveway on the lot;
 - (iii) The sign shall not exceed a maximum total sign face area of 0.5 square metres;
 - (iv) The sign shall not exceed a maximum height of 1.5 metres; and
 - (v) The sign shall have a minimum setback of two metres from a front, flankage, or side lot line and a minimum setback of one metre from the edge of the pavement or painted lane of an access or driveway;
- (d) A point-of-purchase sign;
- (e) An entrance identification sign;
- (f) A public welfare or safety sign authorized by The City of Saint John, including, but

- not limited to, a directional or traffic sign outside of a public street right-of-way;
- (g) A traffic control device as defined by the Motor Vehicle Act outside of a public street right-of-way;
 - (h) A sign identifying a hazard or danger on a lot or premise;
 - (i) A memorial or foundation sign on a building;
 - (j) A sign that identifies the address of a residence or the name of the resident provided the sign does not exceed 0.5 square metres in total sign face area;
 - (k) A sign regulating the conduct of a person on a lot or premise provided the sign does not exceed 0.5 square metres in total sign face area;
 - (l) A flag, banner, or emblem representing a country, province, municipality, or non-commercial organization;
 - (m) A public transit sign;
 - (n) A sign affixed to a licensed taxicab; or
 - (o) A change of sign copy of a sign provided the sign copy is not increased.

7.4 **Signs Prohibited in All Zones**

Except as otherwise provided by this By-law, no person shall erect a sign that does not comply with the following:

- (a) **A sign placed upon the ground shall not be temporary but be permanently affixed to the ground, a building, or structure (i.e., temporary or mobile sign);**
- (b) A sign shall not advertise an activity, business, product or service no longer conducted on the lot or premise where the sign is located (i.e., third-party or billboard sign)
- (c) A sign shall not be intermittently illuminated, except for an electronic sign subject to subsection 7.10(2);
- (d) A sign shall not be attached on top of the roof cornice of a building (i.e., roof sign);
- (e) A sign shall not be painted upon or on top of a wall (i.e., painted wall sign);
- (f) A sign, other than a traffic control device as defined by the Motor Vehicle Act, shall not use words such as "Stop," "Look," "Danger," "One Way," or "Yield," or

any similar word, phase, symbol, light, or character used in a manner which may mislead, confuse, or otherwise interfere with traffic along a public street;

- (g) A sign shall not create a hazard to public safety or health;
- (h) A sign shall not incorporate a searchlight, strobe light, or resemble the flashing, intermittent, or scintillating motion of lights usually associated with danger or those used by police, fire, ambulance, and other emergency vehicles;
- (i) A sign shall not obstruct the vision of motorists exiting a lot or detract from the visibility or effectiveness of any traffic sign or control device along a public street;
- (j) A sign shall not obstruct free ingress to or egress from a fire escape, door, window, or other required exit;
- (k) A sign shall not occupy any portion of a required parking, loading, or amenity space;
- (l) Except as provided for in this Part, a sign shall not project over or onto any part of a public street right-of-way, sidewalk, or walkway; or
- (m) Except when situated on a lot in a Commercial or Industrial zone, a sign shall not be attached or located on or within a vehicle or trailer that is visible from a public street.

LOCATION	CIVIC ADDRESS :		PID # :	
STAFF USE	HERITAGE AREA: Y / N INTENSIFICATION AREA: Y / N FLOOD RISK AREA: Y / N APPROVED GRADING PLAN: Y / N			
	APPLICATION #:		DATE RECEIVED:	
			RECEIVED BY:	
APPLICANT INFORMATION	APPLICANT	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	CONTRACTOR	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
	OWNER	EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE	
PRESENT USE:		PROPOSED USE:		
CHECK ALL THAT APPLY	BUILDING	PLANNING	INFRASTRUCTURE	HERITAGE
	<input type="checkbox"/> INTERIOR RENOVATION	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> STREET EXCAVATION
	<input type="checkbox"/> EXTERIOR RENOVATION	<input type="checkbox"/> ACCESSORY BLDG	<input type="checkbox"/> PLANNING LETTER	<input type="checkbox"/> DRIVEWAY CULVERT
	<input type="checkbox"/> ADDITION	<input type="checkbox"/> POOL	<input type="checkbox"/> PAC APPLICATION	<input type="checkbox"/> DRAINAGE
	<input type="checkbox"/> DECK	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> COUNCIL APP	<input type="checkbox"/> WATER & SEWERAGE
	<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> SIGN	<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> OTHER
	<input type="checkbox"/> MINIMUM STANDARDS	<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER	<input type="checkbox"/> HERITAGE DEVELOPMENT
			<input type="checkbox"/> HERITAGE SIGN	
			<input type="checkbox"/> HERITAGE INFILL	
			<input type="checkbox"/> HERITAGE DEMO	
			<input type="checkbox"/> OTHER	
DESCRIPTION OF WORK				

I consent to the City of Saint John sending to me commercial electronic messages, from time to time, regarding City initiatives and incentives.

General Collection Statement

This information is being collected in order for the City of Saint John to deliver an existing program / service; the collection is limited to that which is necessary to deliver the program / service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer:

City Hall Building
 8th Floor - 15 Market Square
 Saint John, NB E2L 1E8
commonclerk@saintjohn.ca
 (506) 658-2862



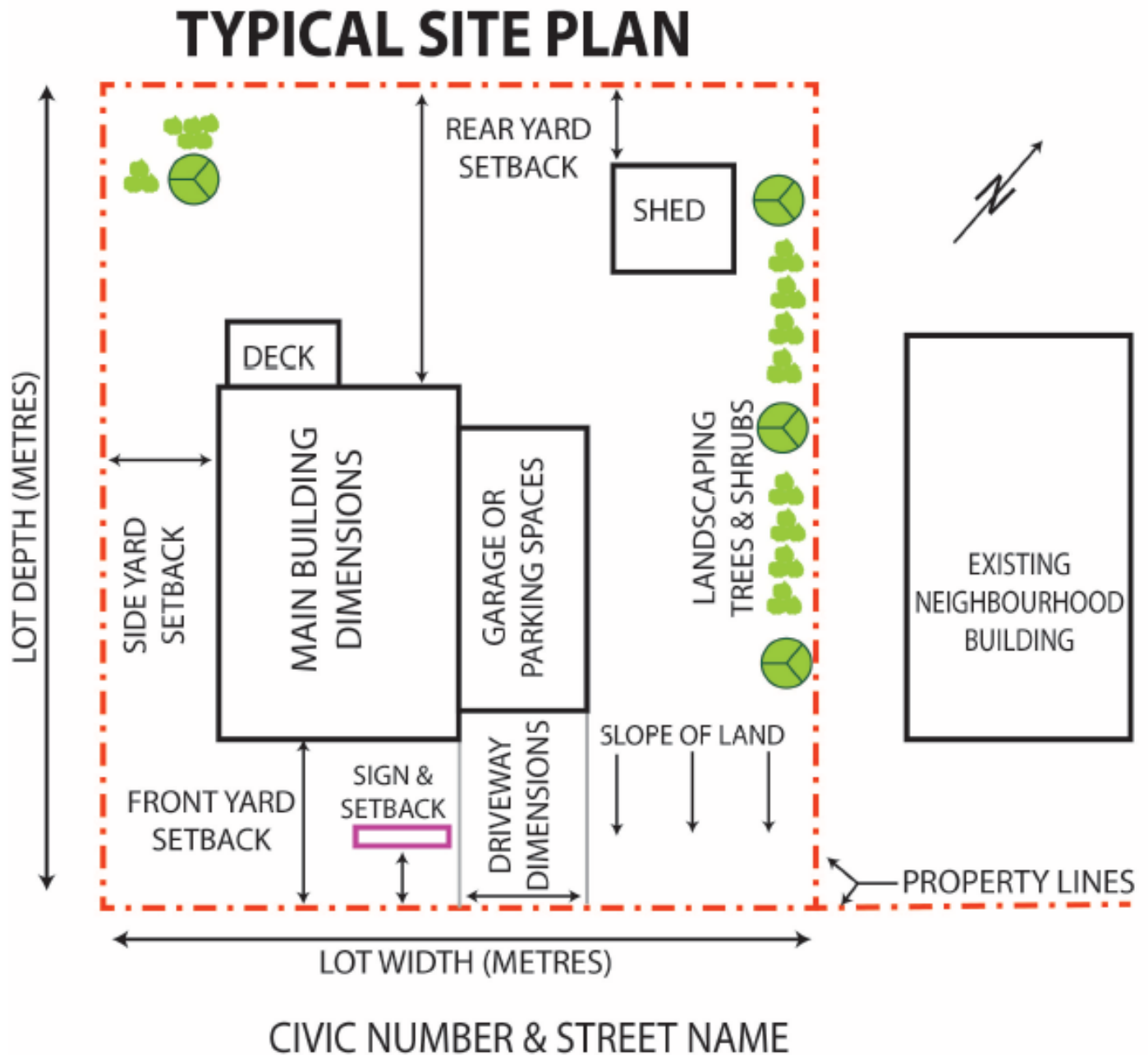
I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.

 Applicant Name

 Applicant Signature

 Date

TYPICAL SITE PLAN EXAMPLE



City of Saint John

Growth and Community Development
(506)6582911
onestop@sainjohn.ca

updated 01/20/2017

One Stop
Development Shop
PLANNING BUILDING INFRASTRUCTURE SAINT JOHN