

Notice Posting Policy Township of Springwater

Approved: December 13, 2010	Department: Planning & Development
Effective: December 13, 2010	Subject: Posting Notices
Next Review: TBD	Policy Number: A09 NO

A. Policy Statement

The Notice Posting Policy is intended to provide requirements and a process by which the posting of notices related to planning applications will be carried out.

B. Purpose

The purpose of the Notice Posting Policy is to provide clear guidelines for the posting of notices related to various planning applications.

C. Scope

The Notice Posting Policy applies to the Department of Planning and Development which processes planning applications, and applies to Planning, Public Works and Building Department staff, as well as the applicants of planning applications.

D. Definitions

“Committee of Adjustment Applications” – refers to applications for minor variance and/or consent.

“Notice” – means a letter sized laminated sign for a Committee of Adjustment application and/or a 0.91 m x 1.2 m (4ft x 3ft) sign for a Planning Committee application which are to be erected and displayed on the property which is the subject of the application(s) in accordance with ‘Attachment B’.

“Photographic Proof” – refers to a dated photograph of the sign placed on the relevant property. This photograph should be taken from the road and provide evidence that the notice is completely visible from the road and is not interfered with by any surrounding objects.

“Planning Committee Applications” – refers to applications for Official Plan Amendments, Zoning By-law Amendments, and Plans of Subdivision.

“Posting” – means the erecting of a sign on a property to display a public notice of a planning application to the public.

E. General

This policy shall be administered by the Department of Planning and Development.

This policy shall be referred to as the “Notice Posting Policy”.

This Policy shall come into force and effect on the day of passage.

This Policy shall be reviewed annually.

F. Authority

The authority for the Notice Posting Policy is through the endorsement of the Township of Springwater’s Department of Planning & Development and by the approval of the Township of Springwater Council.

Attachment A

Procedures for the Notice Posting Policy

A. General

As per the *Planning Act*, notices must be posted on properties which have become the subject of a planning application. There are two types of applications: Committee of Adjustment and Planning Committee applications.

Committee of Adjustment applications include both consent and minor variance applications. There are three different Planning Committee applications: Official Plan Amendments, Zoning By-law Amendments and Plans of Subdivision Applications.

Notices must be posted in accordance with the provisions as outlined in the *Planning Act, R.S.O. 1990, Chapter P. 13*.

Notices for Committee of Adjustment applications will be posted on the subject lands by either a member of the Planning, Public Works or Building Department and may be removed upon expiry of the appeal period by the applicant.

Notices for Planning Committee applications will be posted by the applicant, in accordance with the provisions in this policy and will be removed by the applicant upon expiry of the appeal period.

B. Notice Locations

For Planning Committee applications, the applicant is directed to post the notice in a location that will be clearly visible to the public.

The location of each notice will depend on the surrounding structures on the property and the lot itself. The notice(s) shall be clearly visible from the abutting road and posted in such a manner so that no information on the notice is obstructed from public view due to blockage by vegetation, fencing or any other structures. The notice should be accessible to the public in order to provide an opportunity for the public to view the information and contact number provided on the notice in the event that they would like to inquire further.

For applications covering multiple lots or single lots with multiple frontages, one notice should be posted on each year which abuts a road that the notice is visible from each road.

If the notice cannot be posted on the frontage of the subject property, it may be posted on the exterior of the building as long as the notice is still legible from the roadway.

For Planning Committee applications, the applicant is required to post the notice and ensure that it remains in place during the required timeframe.

Failure to post and maintain the notice as required will result in a deferral of the application.

In all cases, should the notice be found missing or damaged, the applicant must contact the Department of Planning and Development to advise that the notice is absent, and immediately order a replacement. The absence of the sign may result in a deferral of the application.

Where the applicant is required to post signage, photographic proof of notice posting(s) must be sent to the Department of Planning and Development staff by the deadline listed in Section D in order for the application to move forward.

C. Removal of Notice

At the expiry of the appeal period the sign shall be removed from the property by the applicant. If the applicant is unsure when the appeal period has expired, it is the applicant's responsibility to contact the Department of Planning and Development.

D. Terms for Notice Posting Policy

The applicant must post Planning Committee notice(s) and send photographic proof that the notice has been posted to the Department of Planning and Development by the date indicated within the Terms for Notice Posting Process Form (Attachment B). Failure to do so will result in the deferral of the application to the next applicable meeting date until such time that the terms listed in Sections A and B are complied with.

Applicants will deliver, fax or email photographic proof to the following address by the date listed within the Terms for Notice Posting Process Form (Attachment B):

**Attn: Department of Planning and Development
Township of Springwater
2231 Nursery Road
Minesing, Ontario
L9X 1A8**

**Telephone: 705-728-4784 Ext. 2019
Fax: 705-728-2759
planning@springwater.ca
www.springwater.ca**

Attachment B

Terms for Notice Posting Process Form

The applicant must post Planning Committee notice(s), and send photographic proof that the notice has been posted to the Department of Planning and Development by the date indicated below:

_____ (To be completed by staff)

Failure to do so will result in the deferral of the application to the next applicable meeting date until such time that the terms listed in Sections A and B are complied with.

Acknowledgement

I _____ (Print Full Name), applicant of planning application _____ (File Number), have read the above Terms of the Notice Posting Process and fully understand this policy and my responsibilities. I further acknowledge and agree that I am responsible for the placement of the notice, and replacement of the notice should it become lost or damaged and am also responsible for the removal of the notice upon expiry of the appeal period.

Signature

Date

Please deliver, fax or email photographic proof to the following address by the date listed in Section D of the Notice Posting Policy (Resolution No. C 603 2010):

**Attn: Department of Planning and Development
Township of Springwater
2231 Nursery Road
Minesing, Ontario
L9X 1A8**

**Telephone: 705-728-4784 Ext. 2019
Fax: 705-728-2759
planning@springwater.ca
www.springwater.ca**

Attachment C Public Notice Sign Specifications

Public Notice
[Type of Planning App.]
File Number: [Insert File #]
Public Meeting to be held:
[Insert Date, Time, Location]

Subject Property: [Municipal Address]

Existing:
[Current Use, Zone and OP Designation]

Proposed:
[Proposed Zone and OP Designation]

Purpose & Effect:
[Proposed Use of Property]

Additional information regarding the application is available for inspection at the Township of Springwater Offices, 2231 Nursery Road, Minesing, Ontario during regular office hours, Monday to Friday 8:30 am to 4:30 pm

Please contact: 705-728-4784 Ext 2019

Public Notice Large Bold Capital Letters, Must be the Dominant Feature of the Sign

Insert type of planning application, file number and the date, time and location of the Public Meeting as provided by the Planning and Development Department.

Sign Dimension: 0.91 m (3 ft) wide by 1.2 m (4 ft) tall

Minimum Height between average grade and bottom edge of sign: 1 metre (3.28 ft)

Sign Composition: ½ inch sturdy weather resistant material. ***Corrugated plastic is preferred***, wood, aluminum.

Location: Please see above policy regarding location specifics. Please also note that signs must be set back at least 3 metres from the edge of the road, unless doing so causes the sign to be in any way obstructed.

Font: Arial only. No font size smaller than 2. "Public Notice" heading shall be of sufficient size to be the prominent feature on the sign.