

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**
- **Signs – Ground Sign including Billboard 3 metres in height or higher**
- **Signs – Awning, Projection, Wall, Roof, Banner, Electronic Message Board**

Applicant must submit all that are applicable:

Completed **Application Form** signed

Permit Fee

Site Plan showing

- size of lot
- dimensions from each property line to building(s)
- driveway access / width and parking stalls/locations
- proposed and existing sign size and location (for ground signage)

Elevation Drawings of the proposed and existing signs

- for awning, projection, wall roof, banner, electronic message board signage, also indicate occupied building frontage of associated business.

Stamped Engineer Drawings for sign construction and concrete base (applicable for ground signs over 3m in height)

Proposed height of the sign above the sidewalk (for projection signs)

Applicant Signature

Date



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
	☐ INTERIOR RENOVATION ☐ EXTERIOR RENOVATION ☐ ADDITION ☐ DECK ☐ CHANGE OF USE ☐ MINIMUM STANDARDS	☐ NEW CONSTRUCTION ☐ ACCESSORY BLDG ☐ POOL ☐ DEMOLITION ☐ SIGN ☐ OTHER	☐ VARIANCE ☐ PLANNING LETTER ☐ PAC APPLICATION ☐ COUNCIL APP ☐ SUBDIVISION ☐ OTHER	☐ STREET EXCAVATION ☐ DRIVEWAY CULVERT ☐ DRAINAGE ☐ WATER & SEWERAGE ☐ OTHER	☐ HERITAGE DEVELOPMENT ☐ HERITAGE SIGN ☐ HERITAGE INFILL ☐ HERITAGE DEMO ☐ OTHER
DESCRIPTION OF WORK					
	PROJECT ESTIMATE (IF APPLICABLE)				
EXPECTED CONSTRUCTION START DATE:			EXPECTED CONSTRUCTION COMPLETION DATE:		

☐ 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
 15 Market Square
 Saint John, NB E2L 1E8
 onestop@saintjohn.ca
 (506) 658-4067



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 _____

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.

TYPICAL SITE PLAN EXAMPLE

