



Guide for Applicants

Public Notice Sign Policy

for Municipal Plan By-law and Zoning By-law Amendments
(e.g. Rezoning Applications)

Background:

Council adopted the *Public Notice Sign Policy for Municipal Plan By-law and Zoning By-law Amendments (e.g. Rezoning Applications)* on June 17, 2019. The policy is a part of the *Enhanced Notification Policy for Municipal Plan By-law Amendments (e.g. Rezoning Applications)*, which aims to increase public transparency, accountability, and involvement in the amendment application process. Any application to amend maps of the Municipal Plan By-law or Zoning By-law, received on or after September 1, 2019 will be required to follow this new policy.

What You Need to Know:

Introduction of the policy will help further notify and inform residents of amendment applications as early on in the process as possible. This will help identify and potentially address community concerns sooner than later in the process.

The applicant will be required to produce, install, maintain, and uninstall public notice signage as per the policy. Unless otherwise approved, signs must be 2.44 metres (8 feet wide) by 1.22 metres (4 feet) high and be oriented towards public street frontages. Specific message content must be included on signage and be displayed in both official languages.

The Process:

A summary of the process for installing signage under the *Public Notice Sign Policy for Municipal Plan By-law and Zoning By-law Amendments (e.g. Rezoning Applications)* is illustrated below.



The Planner / Development Officer will go over signage requirements in the pre-application meeting.



Arrange how the sign will be created and installed (e.g. select a signage firm).¹



Submit signage location (on a site plan) and design details along with your finalized amendment application (p. 4, excludes sign message content).



The Planner / Development Officer will give pre-approval of proposed public notice signage.²



The sign message content will be provided to the applicant 1-2 weeks after the finalized amendment application is submitted.



Arrange the final details for the creation and installation of signage.



Install signage and send dated pictures to the Planner / Development Officer within 24 hours of installation.



Check and maintain your signage regularly during the public notice period. Remove signage within 24 hours after the Public Hearing.

1 Tip: Try to ensure that your arrangement to create and install signage is fast and flexible (i.e. ability to fulfill the request within 48 to 60 hours). You may wish to wait until after the first Council meeting until giving the greenlight for creation and installation, as there is a chance that the application may not proceed after the application is introduced to Council.

2 Note: Pre-approval may be given as a part of and upon acceptance of the finalized amendment application.

Signage Location and Design Details:

Once the Planner / Development Officer determines the signage requirements, the Applicant must submit location and design details as a part of the finalized amendment application.³ Although signage is exempt from permitting and licensing requirements, signs must still comply with the City's [Zoning By-law # Z-213](#) and [Portable Sign By-law # L-402](#).

Location details must, at minimum, include the following, as required to be shown on a site plan:

- Location and orientation of sign(s) on the lot
- Setbacks of sign(s) from nearest lot lines—minimum of 1.52 metres (5 feet)
- Setbacks of sign(s) from nearest street lines—minimum of 3.0 metres (10 feet)

Design details must, at minimum, include the following, as required to be shown on an elevation drawing / sketch:

- Type of sign (e.g. portable or freestanding)
- Landscape orientation with dimensions of 2.44 metres (8 feet) in width and 1.22 metres (4 feet) in height, unless otherwise approved

In addition, required signage must be:

- Single-sided
- Waterproof
- Structurally sound

3 Tip: Don't leave signage location and design details until the last minute, as this forms part of your finalized amendment application. In other words, this may hold up your project if compliance with the *Public Notice Sign Policy for Municipal Plan By-law and Zoning By-law Amendments (e.g. Rezoning Applications)* cannot be shown.

For More Information:

Please contact the Urban Planning Department if you have any questions or comments on this guide or associated policies:

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