



Town of Saint Andrews

Application for a Sign Permit

212 Water Street, Saint Andrews, N.B., E5B 1B4

town@townofstandrews.ca

Applicant's Name: _____

Business Address: _____

Location of sign (if different from above): _____

Number of signs proposed: _____ Email: _____

Type of business: _____

Proposed date for erection/placement: _____

Phone (bus): _____ Phone (other) _____

DESIGN PARTICULARS (please attach scale drawing)

Sign dimensions: _____ m./ft. BY _____ m./ft.

Type of sign: _____
(Fascia: projecting; free-standing; portable; other – definitions on reverse)

Wording of sign: _____

Style of lettering: _____

Method of construction/attachment to building/structure: _____

Height from ground: _____ m./ft. to bottom of sign

_____ m./ft. to top of sign

PLEASE ATTACH THE FOLLOWING:

- Scale drawing or sketch of sign, indicating dimensions, lettering, and colouring.
- Scale drawing of building façade, showing placement of sign(s) and related building dimensions, and details of supporting structure.
- Site plan, showing property lines, building(s), and sign location.
- Applications will not be accepted unless complete including full payment of the \$50 fee.

SIGNED: _____

DATE: _____

It is the Town's experience that many sign permit applications do not comply with the signage regulations found within the Town of Saint Andrews Zoning Bylaw 10-04. Applicants are therefore advised to become specifically familiar with the provisions of Section 8.0 (Signage) of the Zoning Bylaw 10-04 before submitting an application and, furthermore, to submit your application at least two (2) months in advance of desired installation to allow for any necessary variance request to the Planning Advisory Committee that may be necessary.

Summary of Sign Regulations for Commercial Zones (For full details see Zoning Bylaw 10-04 Section 8)

Type of Signs

- “fascia” a sign attached flat against the front of a building;
- A **projecting sign** may extend up to 1 m (3 ft) from the **building** it serves and may not project above the roof line; shall not exceed 0.74 m² (8 ft²) in **sign area** per side and shall be limited to two sides; the bottom of a **projecting sign** shall be at least 2.5 m (8 ft) high but not more than 5.0 m (16 ft) high; may be sectional, provided that the total **sign area** of all sections does not exceed 0.74 m² (8 ft²).
- There shall be a maximum of one **projecting sign** per business on a property.
- “Free standing” a sign erected on a free-standing wooden mast or pole, not attached to any building.
- “portable” a movable, outdoor advertising sign (eg., sandwich board signs); signs must be placed within 1 meter (3 feet) of the building served and can only be used during business hours;
- Other types of signs are “marquee” (including awnings), “window,” and “incidental,” if you propose using any of these, please consult the development officer or the building inspector for specific regulations.

Number of signs allowed without requiring Planning & Advisory Committee approval:

- one fascia sign, plus
- one projecting sign, or one portable sign, or one marquee sign, plus
- one window sign, plus
- two incidental (eg., directional) signs, plus
- in the case of hotels, motels, and service stations, one free-standing sign, and
- if property is for sale or lease, one real estate sign is also allowed.

Size limits:

- for fascia signs, allowed size related to building façade; (see regulations for specifics);
- for free-standing signs, 3 square meters (32 sq.ft.) per side; 6 square meters (64 sq.ft.) in total;
- for projecting signs, 7400 square centimeters (8 sq.ft.) per side; and not more than two sides (size limit reduces by 10% if sign projects more than 2 meters (6.5 ft.) from building, and;
- for portable signs, 7400 square centimeters (8 sq.ft.) per side, and not more than two sides.

Colours:

- for projecting, free-standing, and portable signs, not more than three colours plus black or white;
- for fascia signs, not more than two colours plus black or white.

Lettering:

- for fascia signs, not more than one type style and one type size;
- for free-standing, projecting, and portable signs, not more than two type styles and not more than three type sizes.

Construction:

- all fascia, free-standing, projecting, and portable signs are to be constructed of wood, and may be painted or routed and painted.

Illumination:

- all business may have one illuminated sign (fascia, free-standing, or projecting), using shielded lights positioned to shine directly on the sign. (Portable signs may not be illuminated).