



APPLICANT INFORMATION

Applicant Name: _____
 Address of Applicant: _____
 Phone Number: _____ Fax Number: _____
 Alternate Number: _____ Email: _____

FARM BUSINESS INFORMATION

Farm Business Name: _____
 Location (street address): _____
 Farm Business Registration Number or Applicable Farmers' Market Membership Number: _____
 Number of on-site parking spaces provided: _____

RESTRICTIONS/REQUIREMENTS

Applications to the directional farm sign system for permit under the City of Ottawa, *Signs on City Roads By-Law 2003-520*, and any amendments thereafter, must abide by the provisions of the by-law and those contained with in the City of Ottawa *Policy for Tourism and Public Service Signs*.

Applicants will be responsible for manufacturing and installing directional farm signs on public rights-of-way, subject to the following City administrative and approval procedure. A directional farm sign is composed of a base sign (supporting posts dug into the ground and a top panel with the City's logo), and up to a maximum of three name panels. Only the directional farm sign design approved by Council will be permitted on the public rights-of-way.

Utility locates will be required at the proposed sign location, for this required information please call 1-800-400-2255 or visit www.on1call.com. In addition, the applicant will be required to enter into an agreement with the City confirming his/her obligation vis-à-vis the second and third name panels.

Sign Spacing: Where signs need to be placed in-line along a roadway, they should be spaced to account for the amount of time it takes to comprehend the sign message at any given road speed. The spacing should not be less than: 50m for 60 km/h and lower road speeds; 75m for 70 to 80km/h speeds; and 100m for speeds of 90km/h or more.

Rural Mounting Offsets: In rural areas, signs should be located a minimum of 2 to 4m away from the outside edge of the nearest vehicular travel lane, to reduce the risk of impacts with fixed objects. Where a shoulder exists, the sign should be located no closer than 0.5m to it.

APPLICATION REQUIREMENTS

1. Completed Application Form
2. Completed Sign Location and Information Chart
3. Graphic logo in high resolution JPEG format.
4. Administrative services fee of \$80.00 per sign system. (Please make cheque or money order payable to the City of Ottawa.)

Signature of Applicant: _____ Date: _____
 Name of Satellite Office: _____ Receipt No: _____
 Client Service Centre Clerk: _____