



HOMEBUILDERS TEMPORARY WAY-FINDING SIGN SYSTEM APPLICATION

Application for a Homebuilders Temporary Way-Finding Sign System Permit to be placed on the City of Ottawa’s road allowance under By-Law 2003-520, and any amendments thereafter.

- ☐ **Application Processing and Technical Review Payment of \$140.00**
- ☐ **Sketch, Approved Site Plan or Survey indicating locations of signs attached**

Date (yyyy-mm-dd) :

Development Name:

Homebuilder:

Sales Centre Address:

Contact Name:

City:

Telephone:

Province:

Postal Code:

Name of Bonded Contractor:

I/We hereby make application for a Homebuilder's Temporary Way-Finding Sign System Permit, as follows:

Primary Sign location: Number of additional signs: Renewal: ☐ Yes ☐ No

Additional Comments:

RESTRICTIONS/REQUIREMENTS

Homebuilders applying for permit under 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.

Homebuilders will be responsible for manufacturing and installing temporary way-finding signs on public rights-of-way, subject to the following City administrative and approval procedure. A temporary way-finding 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 builder name panels. Only the temporary way-finding sign design approved by Council will be permitted on the public rights-of-way.

The first homebuilder to an area that requires a temporary way-finding sign will be responsible to obtain a Road Cut Permit. Utility locates will also be required at the proposed sign location, please call 1-800-400-2255 or visit their website at www.on1call.com. In addition, the first homebuilder will be required to enter into an agreement with the City confirming his/her obligation vis-à-vis the second and third homebuilders.

| | |
|-------------------------|---|
| Set Backs: | Local or Collector Road Directional Signs: Set back approximately 20-30m from intersection. Arterial Road Directional Signs: Set back 60m Minimum from intersection for road speeds of 70km/h and greater, or 30m for road speeds less than 70km/h, or at the start of the taper of the turn lane, whichever dimension is greater. |
| 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. |
| Urban Mounting Offsets: | Where signs are located adjacent to sidewalks, no part of the sign should be located within 0.45m of the sidewalk, to allow clear passage for pedestrians. Furthermore, the total clear span across the sidewalk should be no less than 2.4m to allow clear passage for snow management equipment. |
| 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. |
| Angle of Visibility: | Signs should be generally located at right angles to the roadway facing the traffic that they are addressing. To reduce the amount of glare (from reflected headlights) from the sign face, a slight angling of the sign away from the traffic should be considered, particularly in rural areas where high-beam headlights may be used. This angle, however, should be minimized since a greater angle will lessen the retro-reflectivity of the sign that will in turn reduce visibility at night. To strike a balance, it is recommended that the sign face be angled not more than 93 degrees away from the direction of traffic. This measurement must consider corners and their relationship to the angle of visibility. |

STATEMENT OF INDEMNIFICATION

(1) This permit is issued subject to the condition that the applicant shall indemnity and save harmless, the City of Ottawa and their officers, agents, servants, and workers from and against all damages, costs, and expenses which they may incur or pay or be rendered liable for, by reason of any accident or other damages sustained by any person or property as a result of the construction, alteration or continuance of, or failure to maintain, the Homebuilders Way-Finding Sign System.

(2) By signing this document on behalf of my organization/company, I hereby certify that I have read this application in its entirety, including all Restrictions, and the Statement of Indemnification contained in (1) above, and that I understand their terms and agree to abide by them. That which was not understood was clarified by staff of this Department.

Applicant (print Name)

Applicant Signature

\$140.00 Processing & Technical Review Fee:

Clerk Name and Office Location:

RECEIPT NUMBER:

Date (yyyy-mm-dd) :