



### APPLICANT INFORMATION

Applicant Name:

Address of Applicant:  Unit#:

City:  Province:  Postal Code:

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](http://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. Administrative services fee of \$114.00 per sign system. (Please make cheque or money order payable to the City of Ottawa.)

Signature of Applicant:

Name of Satellite Office:   
Client Service Centre

Date (yyyy-mm-dd)  Clerk:  Receipt No: