

Sign Permits required within Special Sign District

The Township of Uxbridge downtown area is considered a Heritage District. Certain criteria and guidelines are required to be met when applying for a sign permit within the special sign district. Detailed information can be found below.

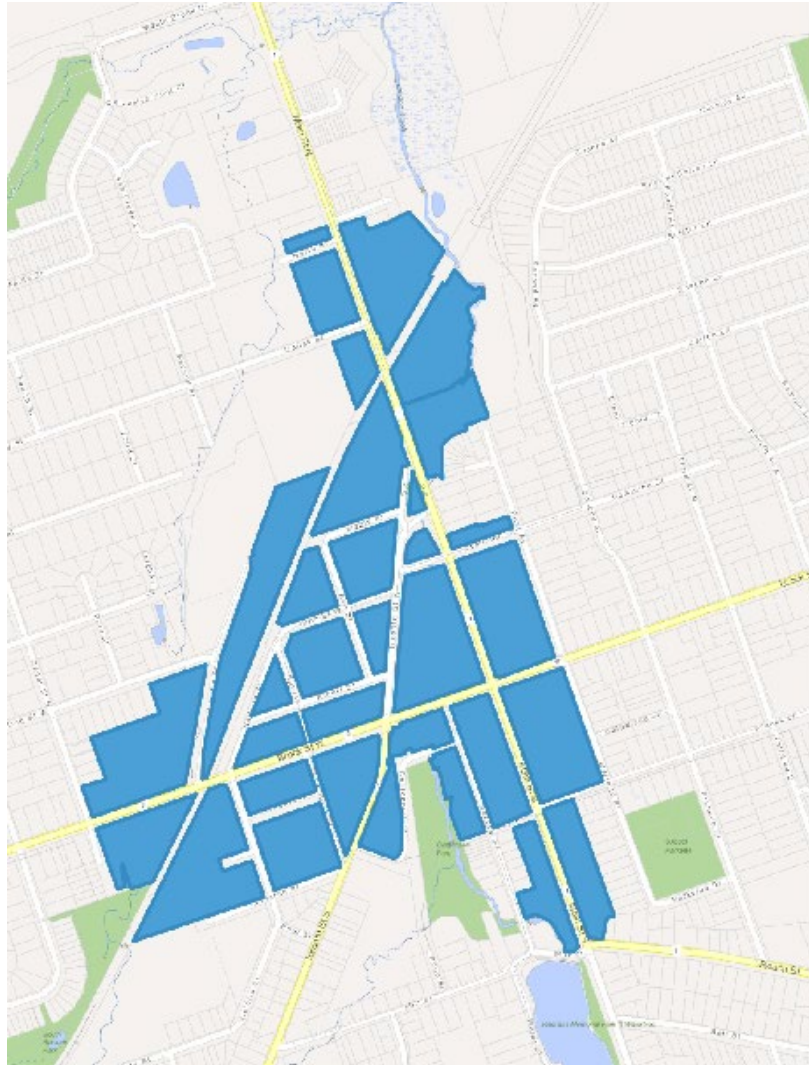
All businesses within the Township of Uxbridge are required to submit a sign permit application, even if the business falls outside of the special sign district. For further information on permanent or temporary signs, process and requirements, please visit the Township of Uxbridge [Sign Permits](#) website page.

SECTION 5 - SPECIAL SIGN DISTRICT (Downtown Uxbridge)

1. Where is the Special Sign District?

For the purposes of this By-law the Special Sign District for the Township of Uxbridge:

- a) The Downtown Heritage Conservation District as delineated in Schedule "A".



2. How do I apply for a sign?

Each application for a sign permit in the Special Sign District shall be submitted through the [Cloudpermit](#) e-permitting on-line system to the Heritage Committee for its review and comment and shall be accompanied by:

- a) A photograph of the facade on which the proposed wall sign is to be erected and, in the case of a ground sign, the location on the property where the ground sign is to be located.
- b) The type, character, dimensions, and design of the proposed sign including the historically appropriate colours of the sign. Lettering and/or fonts in keeping with the heritage style such as, but not limited to, Roman, Egyptian, Clarendon, San Serif.
 - Examples of Heritage Colours: [Benjamin Moore Historical Colours](#)
- c) The sign must be composed of such materials and in such a manner that it appears to be of traditional and historically appropriate character, maintaining a heritage look.
- d) A cross-section of the proposed wall sign and the method to be used in affixing to the wall of the building.
- e) The proposed means of external illumination of any sign, shall be restricted to goose neck lamps, traditional hooded spotlights, lighting recessed in an architectural feature, and/or lighting concealed in relief lettering.
- f) Any additional information that the Heritage Committee may prescribe or require.

3. What if I have a Corporate Logo?

If producing a new sign (or replacing an existing one) for a business that has an established, corporate sign/marquee/logo, the owner shall use historically relevant materials and colours when creating/designing/producing the sign.

4. Design criteria

- a) No sign erected in this area shall obstruct or interfere with any architectural detailing on a building.
- b) No mobile, readograph or internally illuminated sign shall be placed, erected, installed, or displayed in the Special Sign District. (See exception noted in below)
 - *(readograph: A [backlit sign](#) on which are placed [moveable letters](#) spelling out messages - typically used over the [entrance](#) of a [cinema](#) to indicate what shows are playing.)*

Notwithstanding the above, a permanent readograph sign shall be permitted for religious institutions and cinemas located in the Special Sign District for the purpose of identifying times of services and/or programs at that location.

- c) No strobe or neon lighting displays shall be placed, erected, installed or displayed in the Special Sign District and this would include flashing or animated signs, video display signs, video billboards or any sign that spins or rotates.
- d) Graphics or text that pertain to and/or advertise the business shall be permitted in windows of the business but shall not occupy more than 30% of any window. Film/foil that is attached to the window that is blank (containing no graphics/imagery, wording or numbers) shall be permitted, regardless of the amount/percentage of window that it occupies.
- e) One A-frame sign conforming to Section 2 b) above and not exceeding 1.04 metres in area may be placed immediately in front of a business premise such that neither vehicular nor pedestrian traffic is impeded in any way and is present only during the hours of operation for the business.

5. What is the Approval Process?

- a) Prior to the issuance of a permit, the Heritage Committee has been delegated the authority to recommend and /or approve signs within the Special Sign District.
- b) The Council of the Township of Uxbridge has final approval for all signs within the Special Sign District.
- c) All existing signs shall be brought into compliance with this By-law when a business is sold, or a sign needs to be replaced.
- d) No person shall place, erect, install or display or cause to be placed, erected, installed or displayed any sign in the Special Sign District that is not in conformity with the regulations contained in this By-law.

6. Additional information

- a) It is recommended that businesses contact the [Development Services Department](#) prior to submitting a Sign Permit Application.
- b) Your proposed sign may be eligible through the [Community Improvement Program \(CIP\) Building, Façade, and Signage Grant Program](#) for financial support.
- c) Complete information regarding the sign bylaw may be found in Bylaw 2002-59.
- d) In the event of a conflict or inconsistency between the above information and the information within the Sign By-law, the By-law takes precedent.

