



District of West Vancouver

## **Sign Bylaw No. 4499, 2007**

Effective Date – June 18, 2007

### **Consolidated for Convenience Only**

This is a consolidation of the bylaws below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaw on this subject.

#### **Amendment Bylaw**

Bylaw No. 5365, 2024  
Bylaw No. 5309, 2024  
Bylaw No. 5295, 2024  
Bylaw No. 5115, 2021

#### **Effective Date**

December 16, 2024  
April 22, 2024  
February 12, 2024  
May 10, 2021

The bylaw numbers in the margin of this consolidation refer to the bylaws that amended the principal bylaw (Sign Bylaw No. 4499, 2007). The number of any amending bylaw that has been repealed is not referred to in this consolidation.

# Sign Bylaw No. 4499, 2007

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District of West Vancouver

## **Sign Bylaw No. 4499, 2007**

A bylaw to regulate the number, type, form, appearance and location of signs within the District of West Vancouver

*Previous amendments: Amendment Bylaw 5115, 5295, 5309, and 5365.*

The Council of The Corporation of the District of West Vancouver, in an open meeting, enacts as follows:

### **Part 1 Title**

- 1.1 This bylaw may be cited for all purposes as “Sign Bylaw No. 4499, 2007”.

### **Part 2 Severability**

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

### **Part 3 Previous Bylaw Repeal**

- 3.1 Sign Bylaw No. 3775, 1992 (reconsidered and adopted on November 16, 1992) and the following amendment bylaws are hereby repealed:

<b>Amendment Bylaw</b>	<b>Effective Date</b>
Bylaw No. 4435	June 13, 2005
Bylaw No. 4412	December 13, 2004
Bylaw No. 4390	July 29, 2004
Bylaw No. 4354	December 01, 2003
Bylaw No. 4322	March 24, 2003
Bylaw No. 4315	November 25, 2002
Bylaw No. 4313	October 28, 2002
Bylaw No. 4209	May 08, 2000
Bylaw No. 4069	September 15, 1997
Bylaw No. 4032	March 03, 1997

Bylaw No. 4009	July 15, 1996
Bylaw No. 4008	July 15, 1996
Bylaw No. 4007	October 28, 1996
Bylaw No. 3992	April 01, 1996
Bylaw No. 3989	February 19, 1996
Bylaw No. 3921	January 16, 1995
Bylaw No. 3913	January 09, 1995
Bylaw No. 3893	September 26, 1994
Bylaw No. 3800	March 15, 1993
Bylaw No. 3799	March 15, 1993

## Part 4 Definitions

*Imperial measurements are shown in italics for assistance only. Where there is any discrepancy the metric measurements are to be relied upon.*

- 4.1 In this bylaw, unless the context otherwise requires, the following expressions shall have the respective meanings assigned to them:

**“Alarm Company Sign”** means a flat single faced unilluminated sign which is limited in sign copy to that which indicates some form of security alarm protection, and an area of corporate identification of the registered alarm company

**“Awning”** means a light detachable structure of fabric, sheet metal, plexi-glass or other relatively flexible material, which is entirely supported from a building by a fixed or retractable frame and offers weather protection;

**“Awning Sign”** shall mean and include any unilluminated sign painted or affixed flat to the surface of an awning which does not extend vertically or horizontally beyond the limits of such awning;

**“Balcony Sign”** shall mean and include a sign supported on, against, or suspended over a balcony;

**“Building Inspector or Bylaw Enforcement Officer”** shall mean the Building Inspectors and Bylaw Enforcement Officers appointed by Council and includes the Manager of Permits and Inspections and his or her designate;

**“Business Premise”** means that part of a building owned, leased or rented by a person or persons for the conducting of a business;

**“Canopy”** shall mean and include any permanently fixed structure other than an awning which projects from the face of a building for the purpose

of affording protection or shelter from the weather and which is supported solely from the building;

**“Canopy Sign”** shall mean and include any sign attached to and forming part of the face of a canopy;

**“Suspended Sign”** shall mean and include any sign suspended or supported under a canopy or awning, perpendicular to the façade of the building;

**“Copy”** means the letters, characters, numbers or graphics which make up the message on a sign, but does not include background colour:

**“Copy Area”** means the area within a square or rectangle or a combination of these figures, which encloses all of the copy;

**“Council”** means the Council of The Corporation of the District of West Vancouver;

**“Design”** when used in the context of a sign shall include the shape, dimensions, colour, wording, symbols, letters, materials, movement and luminosity of such sign;

**“Dundarave Village District”** means the Dundarave Village Neighbourhood Centre Permit Area as designated in the West Vancouver Official Community Plan;

**“Electrical Inspector”** shall mean and include the person from time to time appointed to this position and shall mean and include an Assistant Inspector or Inspectors appointed pursuant to the provisions of the Electrical Bylaw;

**“Façade”** shall mean and include the main front of the building or business premise;

**“Façade Area”** shall mean the area of the front of the first floor of a business premises, and calculated only on the area parallel to the street. For those areas on sloping sites in which a second storey is at street level, the facade shall be measured from the finished floor to finished ceiling of the first floor of the business premise;

**“Facia Sign”** shall mean and include any flat sign of a permanent nature, illuminated or unilluminated, running parallel to the face of the building on which it is displayed or on which it is painted and which projects no more than 300 mm (11.8") from the facade;

**“Freestanding Sign”** shall mean and include any sign standing apart from a building, having independent supports, and permanently affixed to the property;

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**“Home Based Business Sign”** means a sign indicating the name and address of a home occupation and may include a description of the services provided, but must not include any promotional or advertising content;

**“Horseshoe Bay Village District”** means the Horseshoe Bay Neighbourhood Centre Development Permit Area as designated in the West Vancouver Official Community Plan;

**“Illuminated”** shall mean and include illuminated from a source attached to or from within a sign, including open tube neon illumination;

**“Identification Sign”** shall mean and include any sign which is limited to the specific or generic name of the business, its logo or address;

**“Lighter Box”** means an illuminated box placed over or between fuel dispensing pumps;

**“Maximum Sign Height”** means the vertical height of the highest point of a sign measured from finished grade directly below the sign;

**“Minimum Sign Height”** means the vertical distance between the lowest point of a sign and finished grade directly below a sign;

**“Monument Sign”** means a sign that is displayed directly on the ground or on a designed base for the purpose of identifying a neighbourhood or area of the Municipality;

**“Municipality”** means The Corporation of the District of West Vancouver;

**“Parking and Traffic Bylaw”** shall mean the Municipality’s Traffic and Parking Bylaw No. 4370, 2004 as amended from time to time;

**“Parking Lot Control Sign”** shall mean a sign that indicates parking regulations, information and or directions, and may include second party advertising for towing control information;

**“Patriotic Flag”** means a rectangular piece of fabric that represents a country of the World and includes the Province of British Columbia flag and the flag of the District of West Vancouver;

**“Projecting Sign”** shall mean and include any sign, other than a fascia, awning or canopy sign which is attached to and projects from a structure or a building face or wall, such that the sign copy is perpendicular to the façade, or at equal angles to the two frontages of a corner site;

**“Public Places”** means all highways, parks and other outside areas owned or controlled by the Municipality or the Province;

**“Residential Area”** means an area designated as a residential zone under Part 3 of "Zoning Bylaw No. 2200, 1968" as amended from time to time;

**“Roof Sign”** includes every sign erected upon or above the roof or parapet of a building;

**“Roof Line”** shall mean the line made by the intersection of the wall of the building with the roof of the building, on any face fronting a street;

**“Sign”** means any identification, description, illustration or device, illuminated or unilluminated, whether or not containing words or symbols, which is visible from any public street and which directs attention to a product, place, activity, person, institution, business or other solicitation, and includes any temporary or permanent installation;

**“Sign Area”** means the area contained within the smallest rectangle that could enclose the outside barriers of the sign, excluding any purely structural supports required for the sign;

**“Sign Banner”** means a sign which is composed of lightweight material, including cloth, canvas or similar fabric, and includes flags, pennants, bunting and streamers;

**“Site, Corner”** means a site at the intersection or junction of two or more streets;

**“Site, Double-Fronting”** means a site having frontage on two parallel or approximately parallel streets;

**“Store Window Sign”** means a sign on the inside of a window in a commercial business premises that can be read or seen from outside the business premises;

**“Street”** or **“Highway”** shall mean and include public places, highways, roads, lanes, alleys, avenues, thoroughfares, bridges, viaducts, squares, triangles, courts, courtyards, boulevards, sidewalks and rights-of-way open to the public ;

**“Suspended Sign”** shall mean and include any suspended or supported under a canopy or awning perpendicular to the façade of the building;

**“Temporary Free Standing Sign”** means any sign standing apart from a building, having independent supports, and not permanently affixed to the property;

**“Temporary Free Standing Pedestal Sign”** means any sign standing apart from a building premise, having a single independent support, not affixed to a property having the specific purpose of advertising the name and type of business only;

**“Temporary Service Event Signs”** means signs permitted by the Director of Engineering and Transportation or Parks and Recreation pursuant to the Temporary Service Event Signs Policy and the Traffic and Parking Bylaw.

## Part 5 Application and Exemption

5.1 This Bylaw does not apply to:

- 5.1.1 Non-illuminated signs inside a store window limited to providing the following information:
  - (a) store hours;
  - (b) whether the store is open or closed; or
  - (c) the existence of a sale, where the sign is present for not more than 30 days in any one six month period;
- 5.1.2 Display of goods inside store windows or inside store fronts;
- 5.1.3 Signs on or over city streets erected or authorized by the Director of Engineering and Transportation for the control of traffic and parking, for street names or for directions;
- 5.1.4 Signs in or on public places authorized by the Director of Engineering and Transportation;
- 5.1.5 Public notices authorized by District Bylaws or Provincial or Federal legislation;
- 5.1.6 Signs authorized by the Director of Engineering and Transportation in connection with public conveniences including signs on benches, bus stop shelters, and other similar structures;



- 5.1.7 Signs containing the building number and street name only, provided the sign area does not exceed 0.18m (2 sq. ft) and the numbers and or lettering shall not exceed 20 cm [8"] in height;
- 5.1.8 The Flag of Canada.

## **Part 6 Administration**

- 6.1 The District's building inspectors and bylaw enforcement officers shall have the right of entry and may enter any premises at all reasonable hours in order to inspect any sign installation located therein to ascertain whether the provisions of this bylaw have been complied with.
- 6.2 No person shall interfere with or obstruct any authorized person seeking entry into or onto any premises for the purpose described in section 6.1.
- 6.3 The Director of Planning, Lands and Permits and any District official authorized by him shall have the right to remove any unauthorized sign(s) from public and municipal properties.
- 6.4 The Director of Engineering and Transportation, and any person authorized by the Director, shall have the right to have removed any sign(s) from municipal public property for any reason.

## **Part 7 General Prohibitions**

- 7.1 Signs that are not expressly permitted or exempted by this bylaw are hereby prohibited.
- 7.2 Without restricting or limiting the generality of the foregoing, the following signs are specifically prohibited:
  - 7.2.1 Any revolving sign or partly-revolving sign or any sign in respect of which any part thereof is revolving or partly revolving.
  - 7.2.2 Banners pennants, bunting, flags (other than patriotic flags), balloons or other inflatable devices, other than Temporary Service Event Signs.
  - 7.2.3 Roof signs, balcony signs and signs mounted or supported on the deck of a canopy.
  - 7.2.4 Any sign that obstructs any part of a doorway, balcony, or a window that would otherwise be capable of opening.

- 7.2.5 Any flashing, animated or chasing-border signs or moving signs of any kind (other than the plainly illuminated hands of a clock or temperature indication), or any sign in respect of which any part thereof is flashing, animated or moving. This subsection applies to any strobe light or other devices which have emissions whether audible, visible or otherwise.
- 7.2.6 Any open tube neon sign except;
- (a) Those exempted pursuant to Part 3 of this Bylaw;
  - (b) Those permitted by a Development Permit; and
  - (c) those permitted inside windows of a business premises pursuant to section Part 20 of this Bylaw;
- 7.2.7 Any sign on the side of any fascia, awning or canopy;
- 7.2.8 Signs recessed in canopies or awnings above fuel dispensing facilities;
- 7.2.9 Any second storey fascia or awning sign above fuel dispensing facilities;
- 7.2.10 Any second storey fascia, awning or canopy signs except in accordance with Part 21;
- 7.2.11 Temporary Freestanding Signs;
- 7.2.12 Any sign which obstructs any part of any residence;
- 7.2.13 Any poster or placard placed on private or public property which includes service and utility poles, construction hoarding, trees and building facades;
- 7.2.14 Any signage located above the second floor.

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## Part 8 Prohibited Village District Signage

- 8.1 Specific prohibitions apply with respect to signage within the two Village Districts in accordance with Schedules "A" and "B" that form part of this bylaw.

## Part 9 Limit on Number of Signs for a Business

- 9.1 Except where specifically provided for in this bylaw, no business shall have more than 2 signs per business premises frontage.
- 9.2 The only combination of two signs permitted on a single frontage area is as follows:
- 9.2.1 One fascia, one awning or canopy, and one projecting;
  - 9.2.2 One fascia, one awning or canopy, and one freestanding;
  - 9.2.3 One projecting and one freestanding.
- 9.3 Notwithstanding the above, where a business premises has more than one frontage, each frontage may have two signs listed in s. 9.2 but only one freestanding sign will be allowed for the two frontages on a corner site.
- 9.4 Where a sign does not project over public property and can be seen only from within the boundaries of the business property, the sign shall not be included in the limitation on the number of signs in s.9.1.
- 9.5 Notwithstanding s. 9.1, the following signs are specifically permitted in addition to the two signs permitted under s. 9.1 9.3.
- 9.5.4 Signs that are exempted from this bylaw under Part 5 of this Bylaw;
  - 9.5.5 Suspended Signs pursuant to Part 13 of this Bylaw;
  - 9.5.6 Temporary Free Standing Pedestal Signs pursuant to Part 28 of this Bylaw;
- 9.6 Where a business or commercial premises adjoins premises which are principally in use for residential purposes, no freestanding or projecting signs are permitted.

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## Part 10 Permitted Signs Not Requiring a Permit

- 10.1 Unless otherwise provided for by this bylaw, or as may be otherwise provided for in a Development Permit or Development Variance Permit, a sign shall only be placed, erected or maintained in the Municipality if specifically permitted by the provisions of this bylaw, and if a sign permit has been issued by the Building Inspector.

- 10.1.1 Notwithstanding the above, the following signs are permitted and do not require a permit:
- (a) Signs that have been approved by Council by bylaw on a site specific basis;
  - (b) Sign location and area of a sign on the façade that have been approved through the Development Permit process;
  - (c) Patriotic signs in accordance with Part 11;
  - (d) Real Estate Signs in accordance with Part 12;
  - (e) Contractor's Signs In accordance with Part 13;
  - (f) Rezoning and Development Permit Signs In accordance Part 14;
  - (g) Lighter Box Signs in accordance with Part 15;;
  - (h) Parking Lot Control Signs in accordance with Part 16; and
  - (i) Alarm Company Signs in accordance with Part 17.

## **Part 11 Patriotic Flags**

- 11.1 Patriotic flags, to a maximum of 4m<sup>2</sup> [43.04 sq. ft.] in total sign area for all flags calculated together shall be permitted for a premise. Notwithstanding the foregoing, not more than three (3) separate and individual patriotic flags are permitted on any one premises.
- 11.2 A patriotic flag shall not encroach over a street except as follows:
- (a) The encroachment does not exceed 25% of the width of the municipal sidewalk immediately in front of the business premise;
  - (b) The flag does not project within 600 mm [23.6"] of the nearest curb;
  - (c) The minimum sign height of the patriotic flag(s) shall be not less than 2.5m [8.2 ft.].

## Part 12 Real Estate Signs

- 12.1 Unilluminated real estate signs advertising a property "for sale" or "for rent" or "for lease" are permitted without application for a permit in all zones of the Municipality subject to the following regulations:
- 12.1.1 signs advertising a commercial or multi-family property shall not exceed 1.5 m<sup>2</sup> [16.15 sq. ft.] in sign area. Where the advertising is for only a portion of the property, the sign shall not exceed .75 m<sup>2</sup> [8.07 sq. ft.] in sign area.
  - 12.1.2 Signs advertising a single-family residential property shall not exceed .56 m<sup>2</sup> [6.03 sq. ft.] in sign area.
  - 12.1.3 The maximum width or length shall not exceed 1.2 m [3.93 ft.] and shall not be mounted more than 1.8 m [5.91 ft.] above the ground level.
  - 12.1.4 Not more than one sign may be placed or erected on any property and/or adjoining boulevard.
  - 12.1.5 Signs shall be erected on the property to which they relate or on the immediately adjoining boulevard in a location satisfactory to the Director of Engineering and Transportation of the Municipality.
  - 12.1.6 Such signs shall be removed within two weeks after the property to which they relate is sold, rented, leased or otherwise taken off the market.
- 12.2 In addition to the signs permitted under section 23.1, an "Open House" sign and "Directional Arrow" sign are permitted in all zones subject to the following:
- 12.2.1 notwithstanding section 803(1) and (3) of "Traffic Bylaw No. 2832" with respect to signs which inform the public of the location of a house which is open to the public for inspection, in accordance with following regulations:
    - (a) one "Open House" sign may be located on the property to which the sign relates or on a vehicle on or adjoining said property;
    - (b) one "Directional Arrow" sign placed in ground on a boulevard at the nearest intersection;
    - (c) only one directional arrow sign shall be permitted among all real estate agents at an intersection in any one given direction at a time;

- (d) maximum .2 m<sup>2</sup> [2.15 sq. ft.] in size;
  - (e) signs permitted under this section only be displayed during the hours that the property to which they relate is open to the public for inspection.
- 12.2.2 Subdivision signs advertising a group of lots for sale within a subdivision, which signs may include the name of the subdivision, lot and road plans, prices, and the real estate agent, are permitted in all areas of the Municipality, on application for a permit subject to the following regulations:
- (a) subdivision signs shall be located on the parcel of land being subdivided and shall not exceed 3 m<sup>2</sup> [32.29 sq. ft.] in sign area or a maximum width or height of 2.4 m [7.87 ft.]
  - (b) Subdivision signs shall be located at the main entrance or entrances to the subdivision and shall be limited to one at each entrance and a maximum of two for any individual subdivision.
  - (c) Subdivision sign applications shall be for a maximum period of one year at the end of which time a further application must be made and a permit approved and issued or the sign removed.

## **Part 13 Contractors' Signs**

- 13.1 Contractor signs are permitted without application for permit.
- 13.2 Contractor signs of a maximum sign area of 3 m<sup>2</sup> [32.29 sq. ft.] giving the name of the building, owners, contractors, architects and consultants, may be erected on the site of a building under construction other than a single family dwelling in any area of the Municipality. Only one contractor sign shall be erected on a site.
- 13.3 Contractor signs of a maximum sign area of 1.5 m<sup>2</sup> [16.15 sq. ft.] are permitted without a permit and may be erected on the site of a single family dwelling under construction in a residential area. Only one contractor sign shall be erected on a site.

## Part 14 Rezoning and Development Permit Signs

- 14.1 Signs for the purpose of identifying land which is the subject of an application for rezoning or for a development permit are permitted in all zones of the Municipality subject to the following regulations:
- 14.1.1 such signs may not have a sign area greater than 3 m<sup>2</sup>, [32.29 sq. ft.] nor less than 1.5 m<sup>2</sup> [16.15 sq. ft.], unless otherwise required by the Director of Planning, Lands and Permits;
  - 14.1.2 The maximum width or height of a sign shall not extend more than 2.5 m [8. 2 ft.]
  - 14.1.3 Not more than one sign may be placed or erected on any parcel or tract of land unless it is deemed necessary by the Director of Planning and Development.
  - 14.1.4 Such signs shall be erected on the parcel or tract of land to which they relate.
  - 14.1.5 Approval of the design and siting of a sign permitted under this section must be obtained from the Director of Planning and Development of the Municipality.

## Part 15 Lighter Box Signs

- 15.1 Coat-of-arms, insignia, trademarks, emblems and other related corporate symbols are permitted on lighter boxes in all zones of the Municipality other than residential zones, subject to the following regulations:
- 15.2 No word or words shall be permitted thereon.
- 15.2.1 No more than one such coat-of-arms, insignia, trademark, emblem or other related corporate symbol shall be permitted on any face of such lighter box.
  - 15.2.2 Lighter box signs shall project no further than 12.5 mm [0.49"] from the face of the lighter box.
  - 15.2.3 Lighter box signs shall be limited to 20% and shall not exceed a maximum area of .66mqsa {7.10 sq. ft.} per face.
  - 15.2.4 Permit fees for lighter box signs shall be based o the area of the illuminated portion of each face of the lighter box face or faces.

- 15.2.5 Lighter boxes are permitted for each operating pump island subject to a maximum height and depth of .75 m {2.46 ft.} and a maximum height above pump island grade of 3 m {9.84 ft.} and a maximum overall length of 3.66 m {12.01 ft.}.

## **Part 16 Parking Lot Control Signs**

- 16.1 Parking Lot Control Signs are permitted in all areas in of the Municipality other than residential zones, subject to the following regulations:
- (a) Signs have a maximum permitted area of .4 m<sup>2</sup> (4.30' sq)
  - (b) Signs if free-standing shall have a maximum height of 2 m [6.56'] above grade.
  - (c) Signs may contain second party advertising for towing control information only, as well as providing parking information and directions.

## **Part 17 Alarm Company Signs**

- 17.1 Alarm Company Signs in residential zoned areas, that do not project into, on, or over public property are permitted without application for sign permit.
- 17.2 Alarm Company Signs shall not exceed a maximum sign area of 703 cm<sup>2</sup> [108.97 sq. "] and if free standing, shall have a maximum sign height of 600 mm [23.6"] above finished grade when sited.
- 17.3 Florescent and day-glo signs finishes are not permitted.

## **Part 18 Permitted Signs Requiring A Permit**

### **Signs Approved by Development Permit Process**

- 18.1 All signage concepts for new or revitalized buildings submitted and approved by the Development Permit process of the Municipality are permitted.
- 18.2 All such signs are subject to the size, height and area requirements contained in this bylaw for the type(s) of signs submitted in the Development Permit, unless specifically varied by Council in the development permit.



## Part 19 Suspended Signs

- 19.1 Suspended signs are permitted in all zones of the Municipality other than residential zones.
- 19.2 One suspended sign having a maximum permitted area of 15m<sup>2</sup> {1.52 sq. ft} shall be mounted at the entrance of the business premises only and shall be not less than 2.5m {8.20 ft.} above the sidewalk.
- 19.3 Suspended signs shall be mounted at the entrance(s) of the business premise only.
- 19.4 Suspended signs must not be illuminated from within.
- 19.5 Suspended signs shall not extend beyond the front edge of the canopy or awning from which they are suspended.

## Part 20 Freestanding Signs

- 20.1 Freestanding signs, for businesses, which comply with all other regulations of this section, do not project into, on, or over public property, and are completely located on private property, are permitted in all zones of the Municipality other than residential zones.
- 20.2 Freestanding signs are restricted to business premises having a street frontage of 30 m [98.43 ft"] or more. On a corner site both street frontages would be used to determine the total street frontage
- 20.3 Freestanding signs shall not exceed a maximum area of 2.3m<sup>2</sup> {24.76 sq. ft} and shall not extend 3 m {9.84 ft} in height above the street or sidewalk grade.
- 20.4 Freestanding signs and monument signs in apartment, multi-family and residential zones, that do not project into, on, or over public property and are completely located on private property, with the exception of monument signs are permitted for neighbourhood apartment buildings, schools and churches to a maximum sign area of 1m<sup>2</sup> [10.76 sq. ft.] and a maximum sign height of 1.5 m [4.92 ft.].
- 20.5 All freestanding signs shall be sited in a designed landscaped area as an integral part of the signage.
- 20.6 Freestanding signs shall not be back-lit.
- 20.7 Monument signs are subject to the approval of the Director of Engineering and Transportation as to sitting on municipal property.

## Part 21 Facia Signs

- 21.1 Facia signs are permitted in all areas of the Municipality, other than residential areas.
- 21.2 Facia signs shall project no further than 300 mm [11.81 "] from the building to which they are attached or painted and shall not project above the face of the building.
- 21.3 Facia signs which are illuminated or project more than 75 mm [2.95"] from the face of a building shall be installed so as to obtain a minimum sign height of 2.4 m [7.87 ft.].
- 21.4 Facia signs which are unilluminated and project not more than 75 mm [2.95"] from the face of the building may be placed below the height requirements of section 15.3 of this bylaw.
- 21.5 Facia Signs shall be limited to 15% of the facade area and restricted to a maximum sign area of 3m<sup>2</sup> {32.29 sq. ft} whichever is lesser.
- 21.6 In no case shall the height of the copy area of a facia sign exceed 600 mm [23.6"].
- 21.7 Notwithstanding the limit on the number of signs in Part 9, where a business premises consists of more than one department with a separate entrance to each additional department, an additional facia sign may be placed at each department entrance. The total sign area of the facia signs shall not exceed the maximum sign area allowable for one sign.
- 21.8 Notwithstanding s. 15.1 and 15.5, Facia signs with a maximum sign area of .9 m<sup>2</sup> [9.68 sq. ft.] are permitted on apartment buildings, schools and churches, limited to the name and address of the building. Only one such facia sign is permitted per building.
- 21.9 Facia signs are permitted only at grade entry of buildings, except in accordance with 21.10.
- 21.10 Second storey facia signs may be permitted as follows:
- 21.10.1 A second storey facia sign shall not exceed 2 square metres;
- 21.10.2 A second storey facia sign cannot be permitted in combination with a second storey window sign; and

Amendment  
Bylaw 5295

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- 21.10.3 a second storey fascia sign is to be solely for identifying separate second floor business area above the main floor business area.

Notwithstanding s. 9.1 a second storey fascia sign is in addition to other fascia signs otherwise permitted by this bylaw.

## **Part 22 Awning Signs**

- 22.1 Awning signs are permitted in all zones of the Municipality other than residential zones.
- 22.2 Awning signs, where possible, must be of the same height as that of adjacent awnings.
- 22.3 Awning signs shall be limited to one sign per place of business served by the awning.
- 22.4 Awning signs shall be limited to the front face of the building and shall have a total area not in excess of 25% of the projected area, length and height of the façade awning. Maximum permitted height is 1.75 times the horizontal depth (overhang of the awning).
- 22.5 Awning signs shall be not less than 2.5m {8.20 ft.} above the sidewalk.
- 22.6 Awning signs shall be an integral part of the awning and not an attachment or addition thereto.
- 22.7 Where more than one business premises fronts a street under a single awning, there shall be not more than one awning sign on a street for each business.
- 22.8 End or side sign copy is not permitted. Hemispheric or rounded awning designs shall be limited to sign copy in the centre portion only.
- 22.9 Pedestrian weather protection shall be provided by a horizontal depth of 1.5 m [4.92 ft.] minimum, composed of an individual awning or in combination with any existing exterior overhangs or soffits.
- 22.10 Awning signs shall not be back-lit.

## Part 23 Canopy Signs

- 23.1 Canopy signs are permitted in all zones of the Municipality other than residential zones.
- 23.2 One canopy sign only in respect of each frontage or separate entrance of any premises shall be permitted, providing that the canopy is an integral component of the building.
- 23.3 A canopy sign shall be located on the front face of a canopy but not on the canopy roof and shall not project more than 300 mm [11.81"] from the face of the canopy or within 600 mm [23.6"] of any curb line.
- 23.4 The copy area of a canopy sign shall not exceed 15% of the business premise frontal area, and are further restricted to a maximum sign copy height of 600mm {23.6"} and a maximum sign area of 3m<sup>2</sup> {32.29 sq. ft.}.
- 23.5 The vertical clearance of a canopy sign shall be not less than 2.5m {8.20 ft.} from the sidewalk.
- 23.6 A canopy sign may project below the canopy edge as long as the required minimum sign height is provided.
- 23.7 The vertical dimension of a canopy sign shall not exceed 1 m [3.28 ft.] except in the case of theatres and cinemas where the vertical dimension shall not exceed 1.5 m [4.92 ft.].
- 23.8 End or side sign copy is not permitted.
- 23.9 Where more than one business premises fronts a street under a single canopy, there shall be not more than one canopy sign on a street for each business.

## Part 24 Projecting Signs

- 24.1 Projecting signs are permitted in commercial zones and are subject to the following regulations:
  - 24.1.1 Shall be two sided and professionally designed, and may be carved, routed, built up, sculptured or lettered.
  - 24.1.2 May be indirectly illuminated using a shielded lighting source
  - 24.1.3 Have a maximum height sign area of .4m<sup>2</sup> sq. {4.31 sq. ft.}.
  - 24.1.4 Maintain a height above the sidewalk of 2.5 m [8.20 ft.]

24.1.5 Be permitted in first and second storey locations of a building and only associated with a business premise.

24.1.6 Shall not project more than 1.2m [3.94 ft] from façade.

## **Part 25 Signs on the Inside of Exterior Wall Projections**

25.1 A sign on the inside of an exterior wall projection is permitted in all zones of the Municipality other than residential zones.

25.2 This type of sign is only permitted on premises where the owner or tenant has legal use of the wall by agreement or lease.

25.3 This type of sign is only permitted on premises where the wall is associated to a business within the building or a business premise and the sign shall project towards the building or premise which the sign advertises.

25.4 The maximum permitted sign area is .5 m<sup>2</sup> [5.38 sq. ft.] which shall be used in combination with any other permitted sign when calculating total permitted sign area.

25.5 The sign shall not be back-lighted.

25.6 This type of sign counts in the number of signs permitted.

## **Part 26 Signs in Store Windows**

26.1 Notwithstanding s. 5.1.1, a sign in a store window may replace but cannot be in addition to a permitted outside sign under s. 9.1 of this Bylaw.

26.2 Signs in store windows are subject to the same regulations as to the number of signs and maximum sign and copy size as if they were exterior fascia signs.

26.3 Signs in store windows on the first floor of a building that only identify the business carried on within the building may be illuminated.

26.4 Signs in store windows are permitted above the first story of a building subject to the following restrictions:

- 26.5 the maximum sign area shall be no more than 15% of the area of the second storey façade of the business premises;
- 26.6 can be in combination with one street level entry sign of an awning, canopy, fascia or an inside of outside wall sign.

## Part 27 Double-Fronting Sites

- 27.1 Notwithstanding s. 9.3 on a double-fronting site between a street and a lane where parking is provided at the lane frontage of the building, the business premises are permitted only one entry identification sign at the lane.
- 27.2 The entry identification signs referred to above are limited to fascia signs not exceeding .4 m<sup>2</sup> [4.30 sq. ft.] in area and located at the grade level entrance to the business premises, not more than 4.5 m [14.76 ft.] nor less than 2.3 m [7.55 ft.] above the street

## Part 28 Election Signs

Amendment  
Bylaw 5115

- 28.1 This Bylaw does not apply to Election Signs as defined in Election Sign Bylaw No. 5114, 2021 (as may be amended or replaced).

## Part 29 Temporary Free Standing Pedestal Signs

- 29.1 Temporary Free Standing Pedestal Signs are permitted subject to the following limitations:
- 29.1.1 The written approval from the Director of Engineering and Transportation.
- 29.1.2 One pedestal sign per business frontage in combination with a maximum of two other types of permitted signs pursuant to Part 9 of this Bylaw;
- 29.1.3 Temporary Free Standing Pedestal Signs are to be double sided and on a single pedestal support;
- 29.1.4 Shall be a maximum height above the sidewalk of 1.5m [4.92 ft] and a maximum sign area of 0.4m<sup>2</sup> [4.31 sq. ft] per side;
- 29.1.5 Shall be located at the specific location identified by the Director of Engineering and Transportation as set out in the permit.

- 29.1.6 Temporary Free Standing Pedestal Signs are prohibited where bus zones are located adjacent to a business premises.
- 29.1.7 Any Temporary Free Standing Pedestal Sign erected with a valid permit at the time of the adoption of this bylaw may continue displaying the Pedestal Sign provided they meet and continue to meet the requirements of this Bylaw. When the business or use the sign advertises is no longer in operation the sign must be removed and cannot be transferred to a new owner.
- 29.1.8 Following the adoption of this Bylaw no new sign permits for Temporary Pedestal Signs will be issued.

Amendment  
Bylaw 5365

### **Part 30 Home Based Business Signs**

- 30.1 A home based business sign is not permitted on apartment dwelling units or dwellings over commercial premises;
- 30.2 A Sign Permit is required;
- 30.3 Not more than 1 sign is permitted per dwelling unit;
- 30.4 A sign shall not exceed 0.2 m<sup>2</sup> [2.2 sq. ft.] in area;
- 30.5 A sign shall not be internally illuminated;
- 30.6 The sign must be professional and not detract from the residential character of the neighbourhood; and
- 30.7 Sign location:
  - (a) a sign shall be affixed to the building in which the home-based business is situated and may not exceed the height of the ground-floor level; or
  - (b) placed on a fence or a gate or a freestanding support located within the property lines in which the home-based business is situated and not exceeding 1.2 m [4 ft.] in height above the street or grade.

### **Part 31 General Provisions**

- 31.1 The keeping, placing or erection of any sign shall be in conformity with all of the provisions of this bylaw and any other applicable municipal bylaw.

- 31.2 Any person who erects, owns, maintains or who continues the use of any sign which is placed on or projects on or over any sidewalk, street or other highway, shall comply with the Street and Traffic Bylaw and the Boulevard Encroachment Policy.
- 31.3 Every sign shall be maintained at all times in a safe condition and free from any defect whatsoever. The exterior surface of all signs shall be well maintained at all times.
- 31.4 If, at any time, any sign does not conform in every respect with the provisions of this bylaw or any other bylaw applicable thereto or if any sign is, in the opinion of the Building Inspector, in an unsafe or defective condition or in disrepair, the Building Inspector may give notice to the owner of such sign, or owner or occupier of the land or premise upon which it is displayed, to repair or remove the same within the period specified in the notice. It shall be the duty of such owner to repair or remove such sign in accordance with the said notice, failing which Council may order the removal of said sign.
- 31.5 If at any time any sign is, in the opinion of the Electrical Inspector, in an unsafe or defective condition or in disrepair, the Electrical Inspector may give notice to the owner of such sign, or owner or occupier of the land or premise upon which it is displayed, to repair or remove the same within a period of 14 days or sooner if, in the opinion of the Electrical Inspector, the condition so warrants. It shall be the duty of such owner to repair, disconnect or remove such sign in accordance with the said notice, failing which Council may order the removal of said sign in addition to any other powers or remedies of the Electrical Inspector.
- 31.6 Unless otherwise provided by this bylaw, a sign for a business premises may be erected or placed only on that side of the building fronting a street and on that portion of the building front related to the area of the building occupied by the business or activity to which the sign relates.
- 31.7 When a business or other commercial undertaking vacates premises, all signs on the site which relate to that business or undertaking shall be forthwith removed.
- 31.8 No permit for a sign will be issued to an applicant who already has on the side, rear or frontage of his business premises a sign for which a permit could not be issued under this bylaw.
- 31.9 Wherever in this bylaw a sign is permitted on the side of a building, unless specifically otherwise provided, the sign area shall not be more than 10% of the façade area or the area of the side of the building, whichever is lesser.



## Part 32 General Specifications

32.1 All signs shall comply with the District's Building Bylaw where applicable, in addition to the following requirements:

Amendment  
Bylaw 5295

- 32.1.1 No sign shall be attached to or hung from any building until all wall, roof, or other attachments for same have been approved by the Building Inspector. New awnings and canopies will require the submission of Structural Letters of Assurance along with drawings and must be processed with a Building Permit.
- 32.1.2 Any sign shall be so placed and erected such that the distance between such signs and the building or structure to which it is attached shall not be more than 300 mm [11.81"].
- 32.1.3 No sign, guy, stay, or attachment thereto shall be erected, placed or maintained by any person in such a manner as to contact or interfere with any electric light, power, telephone or telegraph wires, or their supports, or the free use of any exit or means of egress. A clearance of at least 600 mm [23.6"] shall be maintained between the outer edge of any sign and the nearest wire hereinbefore mentioned, or their support.
- 32.1.4 No supporting cable or side guy shall make an angle of less than 30° with the sign which it is supporting.
- 32.1.5 Bolts or lag screws shall not be fastened to window frames, facia or trim boards.
- 32.1.6 All cables, turn-buckles, links, bolts and screws, and all devices which are used to support or which form a part of any sign, shall be galvanized steel or equal.
- 32.1.7 Turn-buckles shall be provided for all supporting cables. Side guys may have a turn-buckle for one side of any electrical sign. Turn-buckles shall have a breaking strength equivalent to that of the cable to which they are attached.
- 32.1.8 Where two cables are required for the main supports of any sign, such cables shall be independently attached to the sign and to the building or other support.

## Part 33 Sign Specifications

33.1 All signs that require electricity shall require an electrical inspector's approval.

- 33.2 All signs shall be designed so as to provide ample strength and rigidity. A wooden sign shall have a minimum rigidity equal to 7-ply 19 mm plywood.
- 33.3 All signs shall have the maker's name and the weight of the sign permanently attached to or painted on the exterior of the sign, and the name and weight located so that they can be readily seen.
- 33.4 It shall be unlawful for any person to change the design or construction of any sign which has been placed or erected until such change shall have been approved by the Building Inspector, and a permit issued therefore.

## **Part 34 Permits**

### **Applications for Permits**

- 34.1 Before any person shall place, erect or alter the design or construction of any sign, he shall make an application in writing for a permit therefore to the Building Inspector unless the sign is specifically exempted from permit requirements by this bylaw.
- 34.2 The applicant shall in no case proceed with the placing, erection, or altering of any sign until the permit has been granted.
- 34.3 An application shall include:
- 34.3.1 the street and street number of the building or structure to which the sign is, or is to be, erected, altered or painted on.
  - 34.3.2 Structural drawings to scale for each side of the sign, giving all pertinent dimensions as well as the colour scheme and the method of attachment and materials.
  - 34.3.3 A site plan to scale showing the entire premises where the sign is to be placed, any streets, sidewalks, or walkways around the premises, and the position of the sign painted on or attached to the building or structure,.
  - 34.3.4 A drawing showing details of the method, type and intensity of illumination.
- 34.4 Where an application for a permit indicates or appears to indicate that the proposed sign will be placed on or encroach over a highway, including a sidewalk, the Building Inspector shall refer the application to the Director of Engineering and Transportation for approval.

- 34.5 Where an application is referred to the Director of Engineering and Transportation for approval, the Director of Engineering and Transportation may require as a term of the permit that the applicant comply with the Street and Traffic Bylaw, and any policies pursuant to that Bylaw, for the occupation or encroachment on or over a highway, including the payment of encroachment fees and provision of a release and indemnity agreement.
- 34.6 The Building Inspector shall consider each application for a permit and if the proposed sign conforms with all the requirements of this bylaw and any other applicable bylaws of the Municipality, then upon payment of the requisite fee, he shall issue a permit to the applicant on any terms that the Building inspector considers advisable or necessary to ensure compliance with this bylaw or any other enactment.
- 34.7 The Building Inspector shall notify the Electrical Inspector when any electrical sign has been erected or attached in accordance with the structural requirements of this bylaw, and the Electrical Inspector shall, upon payment of the requisite fee, issue a connection permit therefor, and when the Electrical Inspector finds the connection work complies in all respects with the Electrical Bylaw, he shall authorize the installer to connect such sign to the power source.
- 34.8 In determining whether to issue a permit under this Part, the Building Inspector may direct that the applicant provide further information regarding siting, placement, tests of materials, equipment, devices, construction methods or structural assemblies be, where such information is necessary to determine whether the siting, placement, material, equipment, device or construction of the proposed sign, meets the requirements of this or another bylaw.
- 34.9 Notwithstanding any provision in this or any other bylaw, neither the acceptance of an application for nor the granting of a sign permit obligates or imposes a duty on the Municipality or the Building or other Municipal Inspector to inspect, approve or provide any other or further services of any kind, nor shall the Municipality, its officers, employees, agents or contractors, be liable for any direct or indirect loss, cost or damage, however occasioned, incurred by an owner or developer or anyone taking under or from them, which arises from the Municipality's or Inspector's failure to inspect, approve or provide any other or further service, where that failure is a result of labour disturbances, Acts of God, actions of governmental authorities, war, lack of funds or personnel or any other cause whatever which, in the sole opinion of the Municipality or Inspector, causes the Municipality or the Inspector not to provide such services.

Amendment  
Bylaw 5309

## Part 35 Penalty and Enactment

- 35.1 Every person who violates a provision of this bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this bylaw, or who neglects or refrains from doing anything required by a provision of this bylaw, is guilty of an offence and is liable, upon summary conviction, to a fine not exceeding \$50,000 and not less than \$2,500, and is guilty of a separate offence each day that a violation continues or exists.
  
- 35.2 In addition to the remedies, penalties, and fines specified within this bylaw, a person found in contravention of this bylaw may be subject to penalties imposed by way of a municipal ticket information or a bylaw offence notice.

### Schedules

- Schedule A – Dundarave Village District
- Schedule B – Horseshoe Bay Village District
- Schedule C – Statement of Legislative Intent
- Appendix A – Schedule of Sign Size Requirements

READ A FIRST TIME on June 04, 2007

READ A SECOND TIME on June 04, 2007

READ A THIRD TIME on June 04, 2007

ADOPTED by the Council on June 18, 2007

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Mayor

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Municipal Clerk

## Schedule A – Dundarave Village District

The following additional prohibitions and permitted signs are unique to the Dundarave Village District and are to be read in conjunction with Part 7, General Prohibitions, Part 9 Limit on Number of Signs for a Business, and Part 10 Permitted Signs, of the Sign Bylaw.

### Awning Signs

Awning signs as permitted in Part 16 of the Sign Bylaw are further restricted by the following requirements:

1. maximum apron height is 200mm [7.87"]
2. be continuous around the perimeter of the awning and setback a minimum of 100mm [3.94"] from the face;
3. copy is restricted to 5% of the façade area of the business premise.

Amendment  
Bylaw 5295

### Canopy Signs

Canopy signs as permitted in Part 17 of the Signs Bylaw are further restricted by the following requirements:

1. no portion of a canopy sign shall project above or below the face of the canopy;
2. copy is restricted to 5% of the façade area of the business premise.

### Regulations

Backlighting of any sign is prohibited.

## **Schedule B – Horseshoe Bay Village District**

The following additional prohibitions and permitted signs are unique to the Horseshoe Bay Village District and are to be read in conjunction with Part 7, General Prohibitions, part 9, Limit on Number of Signs for a business, and Part 10 permitted Signs, of the Sign Bylaw.

### **Facia Signs**

Facia signs as permitted in Part 15 of the Sign bylaw are further restricted by the following requirements:

Shall be carved, routed, built up, sculptured or lettered character sign of profession. Back lighted sign boxes shall have light coloured lettering, to a maximum of 300mm [11.81"] letters, on a darker background, with subdued illumination levels.

### **Awning Signs**

Awning signs as permitted in Part 22 of the Sign bylaw are further restricted by the following requirements:

all lettering confined to horizontal strip 300mm [11.81"] high, 150mm [5.91"] above bottom edge of fabric;

maximum lettering size shall be 300mm [11.81"];

may extend full width of frontage;

copy only may be backlighted, using translucent fabric;

illumination levels to be subdued and light sources concealed or shielded from normal public view.

## **Schedule C – Statement of Legislative Intent**

Signs which provide a service to people as a whole (being signs used to identify a place of business, a professional or recreational enterprise, or that are directional) are considered desirable.

The regulations in the Bylaw are intended to encourage an aesthetically pleasing to the eye and harmonious streetscape involving colour, size, design, location and intensity of signs throughout the community.

Further, the regulations are intended to minimize any possibility of signs being erected which could be a hazard to life or property or be construed to be a traffic hazard.

Special consideration will be given to proposals for:

- (a) Composite signs serving several places of business.
- (b) Co-ordinated street-scapes, showing colour schemes for Paint-Up projects, placement of signs and styling of signs, designed with the intention of creating an effective and pleasing appearance.

Guidelines have been, and may in the future be, adopted by the Council as a matter of policy with respect to the design of certain types of signs in certain areas of the Municipality. The Guidelines are intended to be of assistance to owners, occupiers and sign companies in the preparation of plans for signs which will conform to the aesthetic characteristics and standards which the Guidelines are designed to achieve. The Guidelines are not part of the Bylaw but have been published separately and are appended to it.

### Appendix A – Schedule of Sign Size Requirements

TYPE OF SIGN	MAXIMUM SIGN AREA	MAXIMUM PERCENTAGE OF FAÇADE AREA	MAXIMUM COPY AREA	MAXIMUM SIGN HEIGHT	MINIMUM SIGN HEIGHT FROM SIDEWALK
AWNING SIGN			3m <sup>2</sup> [32.29 sq. ft] or 25% of the projected area, length X height of awning, whichever is lesser. Copy height cannot exceed 600 mm [23.6"]		2.5m [8.20 ft.]
CANOPY SIGN			3m <sup>2</sup> [32.29 sq .ft] or 15% of façade area, whichever is lesser. Copy height cannot exceed 600 mm [23.6"]		2.5m [8.2 ft.]
FACIA SIGNS	3m <sup>2</sup> [32.29 sq. ft.] or 15% of faced area, whichever is lesser		No maximum but copy height cannot exceed 600 mm [23.6"]		2.4m [7.87 ft.] if projects more than 75 mm [2.95"] from façade or if illuminated



<b>FREESTANDING SIGN</b>	<b>2.3 m<sup>2</sup> [24.76 sq. ft.]</b>			<b>3m [9.84 ft.]</b>	
<b>FREESTANDING PEDESTAL SIGN</b>	<b>.4m<sup>2</sup> [4.31 sq. ft.]/side</b>			<b>1.5m [4.92 ft.]</b>	
<b>INSIDE EXTERIOR WALL PROJECTING SIGN</b>	<b>.5m<sup>2</sup> [5.28 sq ft]</b>				
<b>MONUMENT SIGN</b>	<b>1 m<sup>2</sup> [10.76 sq ft]</b>			<b>1.5m [4.92 ft]</b>	
<b>PROJECTING SIGN</b>	<b>.4m<sup>2</sup> [4.31 sq. ft]</b>				<b>2.5m [8.20 ft.]</b>
<b>SUSPENDED SIGN</b>	<b>.15m<sup>2</sup> [1.62 sq. ft]</b>				<b>2.5m [8.20 ft.]</b>