
Notice Sign(s)

Procedures and Protocols

Development and Parks Planning
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(collectively the 'Planning
Department')

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Notice Sign(s) – Procedures and Protocols for:

Official Plan Amendments

Zoning By-Law Amendments

Draft Plan of Subdivisions

Draft Plan of Condominiums

(Vacant Land Only)

**Request for a Municipally-Supported Minister’s
Zoning Orders (MZO)**

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CITY OF VAUGHAN NOTICE SIGN(S) REQUIREMENTS & NOTIFICATION PROTOCOLS

The *Planning Act* requires that formal notice be provided to the public once a *Planning Act* application has been deemed complete by a municipality [Sections 22 (6.4), 34 (10.7), and 51(19.4) of the *Planning Act* and O. Reg. 543/06, O. Reg. 544/06, and O. Reg. 545/06] and that formal notice also be provided to the public once a Public Meeting has been scheduled by a municipality [Sections 17 (17) and 34 (13) of the *Planning Act* and O. Reg. 543/06, and O. Reg. 545/06].

The City of Vaughan requires that notice to the public shall be given for a Request for a Municipally-Supported Minister's Zoning Orders ('MZOs') in the same manner as *Planning Act* applications.

The Applicant is required to install the Official Plan Amendment/Zoning By-law Amendment/Draft Plan of Subdivision/Draft Plan of Condominium (for Vacant Land only), and a Request for a Municipally-Supported MZO Notice Sign(s) in accordance with the following requirements:

1.0 Timing of Notice Sign(s) Installation and Details

- 1.1 Notice of Complete Application (Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium, and Request for a Municipally-Supported MZOs)
 - 1.1.1 The Notice Sign(s) shall be installed within fifteen (15) days after the date on which the confirmation of complete application is issued by the Planning Department.
- 1.2 Notice of Public Meeting (Official Plan Amendment, Zoning By-law Amendment, and Request for a Municipally-Supported MZOs)
 - 1.2.1 Once the Public Meeting date has been confirmed by the City, the Applicant must install either a Notice Sign(s) or a decal overlay on the existing Notice Sign(s) on the property, a minimum of twenty (20) days prior to the scheduled date of the Public Meeting [Section 17(17)(19), 34(17)(19)]. Please refer to Section 6.0 for the details to be included on the Notice Sign(s) or decal overlay.
- 1.3 Combined Notice of Complete Application and Public Meeting (Official Plan Amendment, Zoning By-law Amendment, and Request for a Municipally-Supported MZOs)
 - 1.3.1 Should the Public Meeting date be scheduled and confirmed by the City within the fifteen (15) days following the confirmation of a complete application(s), the Applicant is permitted to install a combined Notice Sign(s) on the property [O. Reg. 543/06 s. 11(2), and O. Reg. 545/06 s. 3(2)] The Notice Sign(s) shall meet all the requirements noted in Section 1.1 and 1.2 above.
- 1.4 The Owner is required to provide to the satisfaction of the Planning Department:
 - 1.4.1 Photographic proof that each Notice Sign(s) has/have been installed correctly with the correct information and details;
 - 1.4.2 A map or aerial showing the location of the installed Notice Sign(s); and,
 - 1.4.3 An original signed copy of the Sign Declaration, as shown on Appendix I, indicating that the Notice Sign(s) has/have been installed.
- 1.5 **NOTE:** if the items listed under Sections 1.2.1 or 1.3.1, and 1.4 above are not received a minimum of twenty (20) days prior to the scheduled date of a Public Meeting, the Public Meeting will be rescheduled to a later date and may result in the delay of processing the

application(s).

2.0 Material and Paint

- 2.1 The Notice Sign(s) shall be constructed of a minimum 20 millimetre exterior grade plywood panel with horizontal wood stringers to be located behind the top, bottom and centre of the Notice Sign(s) panel.
- 2.2 The Notice Sign(s) panels and all structural members shall be painted on all sides and edges with two coats of white exterior type matte finish alkyd (oil based) paint over a suitable primer.

3.0 Size

- 3.1 The minimum size of the Notice Sign(s) shall be as shown on the “Sign Detail” in Section 10.0 of this document, being 2.4 metres wide by 1.2 metres high with a minimum ground clearance of 0.9 metres to a maximum of 1.2 metres ground clearance. The Notice Sign(s) must be mounted to the supports with minimum 12 millimetre hex bolts and nuts with washers on both sides.

4.0 Notice Sign(s) Supports

- 4.1 The Notice Sign(s) supports must be able to sustain the weight of the Notice Sign(s) for a considerable period of time and through various climatic conditions (i.e., heavy winds) to ensure that it does not fall over or is damaged. Therefore, the Notice Sign(s) must be mounted in a manner to ensure stability. Accordingly, concrete footings are recommended to be formed against undisturbed and well-drained soil to a minimum depth of 1.3 metres with a compressive strength of 25 megapascals at 28 days.
- 4.2 Should the Notice Sign(s) fall over or not withstand weather conditions, the City will request the Notice Sign(s) to be reinstalled as per the guidelines contained herein.

5.0 Location

The Notice Sign(s) shall be located 1.5 metres from the property line along each street frontage of the property and midway between the opposing boundaries, and/or as directed by the Planning Department. In addition, a Notice Sign(s) shall be installed on the lands subject to an application where they abut the end of a street located on adjacent lands. The Notice Sign(s) shall be clearly visible and unobstructed from view.

6.0 Wording and Lettering

- 6.1 As part of the Pre-Application Screening (PAS) submission package for an Application(s), the Applicant shall have completed the proposed wording for the Notice Sign(s) and the maps as shown on the “Notice Sign(s) Detail” in Section 10.0. The proposed wording and map/image for the Notice Sign(s) must be reviewed and approved by the Planning Department, and necessary changes made where required.
- 6.2 The same notice sign which was approved through the PAS review process shall be included with the formal submission of an Application(s).
- 6.3 The basic wording details on the Notice Sign(s) detail below must be adhered to, including

the following:

- 6.3.1 The statement “Notice of Complete Application” or “Notice of Complete Application & Public Meeting” at the top of the Notice Sign(s)*;
- 6.3.2 The type of application (Official Plan Amendment, Zoning By-law Amendment, etc.) and a description of the proposal including key statistics. This can include but is not limited to: type of use, height in storeys, number of units, Gross Floor Area, etc.;
- 6.3.3 A listing of the Owner and Agent, and reference to the Planning Department phone number and file number(s);
- 6.3.4 The date the Application(s) was deemed complete;
- 6.3.5 The date, time, meeting location and live stream link of the Public Meeting*;
- 6.3.6 A note at the bottom left-hand corner of the Notice Sign(s) indicating “Date Notice Sign(s) Installed”; and,
- 6.3.7 A note across the bottom of the Notice Sign(s) that states: “This application is currently under review by the City of Vaughan” in a **red** font colour.

*If the Public Meeting has not yet been scheduled at the time of the Notice Sign(s) posting, a decal overlay placed on the existing erected Notice(s) Sign is acceptable with the information as required in 6.3.1 and 6.3.5 above. The decal overlay draft must be sent and approved by the Planning Department prior to its posting.

- 6.4 For Request for a Municipally-Supported MZOs, the basic wording details required by section 6.3 shall be slightly revised as follows:
 - 6.4.1 A note across the bottom of the Notice Sign(s) that states: “This request is currently under review by the City of Vaughan”
- 6.5 The Notice Sign(s) shall be professionally lettered or silk-screened with the lettering to be in black on a white background and shall be clearly legible from the street line, as shown in Section 10.0.

7.0 Mapping and/or Illustrations

The required images and mapping to be shown on the Notice Sign(s) depends on the complexity of the proposed development application(s). The following provides the required details and information to be shown on the Notice Sign(s):

- 7.1 For applications which facilitate the construction of new building(s), a coloured rendering of the proposed building(s) is required which shows the building from the prominent or main street or roadway (i.e., not a rear elevation/rendering).
- 7.2 For applications which do not propose the construction of new a building(s) associated with a Draft Plan of Subdivision, and for Vacant Land Condominium, the following basic information will be shown on the Notice Sign(s) map:
 - 7.2.1 Subject property outlined in bold and dimensioned (in metric measurement);
 - 7.2.2 Distance from the nearest intersection;
 - 7.2.3 Street names of the nearest intersection;
 - 7.2.4 North arrow;

- 7.2.5 Setbacks (all property boundaries) of proposed building envelope(s) from the property boundary (in metric measurement);
 - 7.2.6 proposed building envelope(s);
 - 7.2.7 proposed parking area(s); and,
 - 7.2.8 location of access points
- 7.3 For an application(s) which is related to a Draft Plan of Subdivision application, the following information will be required to be shown on the Notice Sign(s):
- 7.3.1 Subject property outlined in **bold red** and dimensioned (in metric measurement);
 - 7.3.2 Distance from the nearest intersection;
 - 7.3.3 Nearest intersection street names;
 - 7.3.4 North arrow; and,
 - 7.3.5 Show collector roads or main local roads (as applicable)
- 7.4 In addition, the map will show all land uses schematically for all types of development applications using the following colour code **AND** each land use shall be labelled accordingly:

Land Use	Colour
Detached Dwellings	Yellow
Semi-Detached Dwellings	Beige
Townhouses	Orange
Apartments	Red
Retail and Service	Pink
Commercial	Light Purple
Automotive Service	
Commercial	Medium Blue
Business/Office	
Prestige Industrial	Dark Teal
General Industrial	Light Teal
Institutional	Dark Blue
Open Space	Green
Greenbelt	Light Brown
Utility	Grey
Mixed Use	Dark Brown

8.0 Removal of and Amendments to Notice Sign(s)

- 8.1 The Notice Sign(s) shall be amended accordingly a minimum of twenty (20) days prior to the scheduled or, in the event of a cancellation, rescheduled Public Meeting date to include the date, time and location of the Public Meeting.
- 8.2 The Notice Sign(s) shall be removed within seven (7) business days after any one of the following events:

- 8.2.1 The application(s) is/are approved or refused by Vaughan Council and there is no appeal; or lapses; or is withdrawn;
 - 8.2.2 The application(s) is/are approved or refused by the Ontario Land Tribunal (OLT) or the Minister of Municipal Affairs and Housing (for MZO); and,
 - 8.2.3 There is a major change to the proposal requiring a new Application(s) and Notice Sign(s).
- 8.3 The Notice Sign(s) shall be amended accordingly within seven (7) days after any one of the following events:
- 8.3.1 The ownership of the subject lands has changed;
 - 8.3.2 If the Notice Sign(s) is/are weathered and/or are no longer legible;
 - 8.3.3 The Public Meeting has been cancelled; and,
 - 8.3.4 If a new Public Meeting date has been scheduled.

9.0 Notice Sign(s) Policy Exceptions

- 9.1 Where a circumstance exists that compliance with this Notice Sign(s) policy is impractical or not possible, exceptions will only be considered provided they are reviewed and approved by the Planning Department, in consultation with the City Clerk as required.

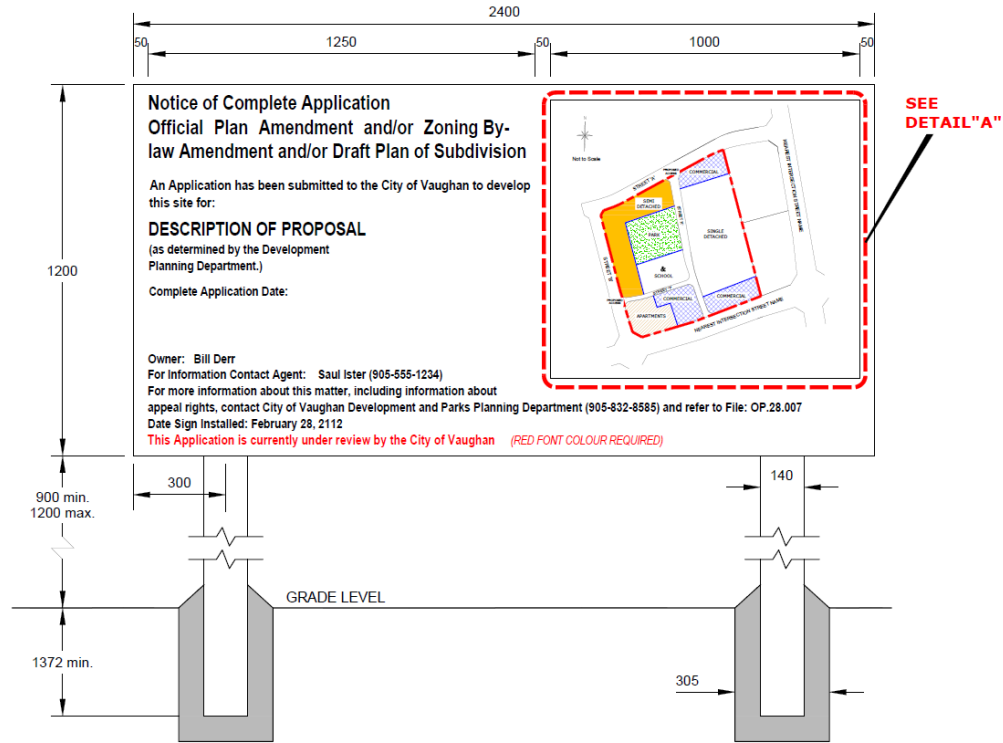
10.0 Notice Sign(s) Detail

Refer to 10.1 through 10.4, and Appendices IV and V for Notice Sign(s) examples.

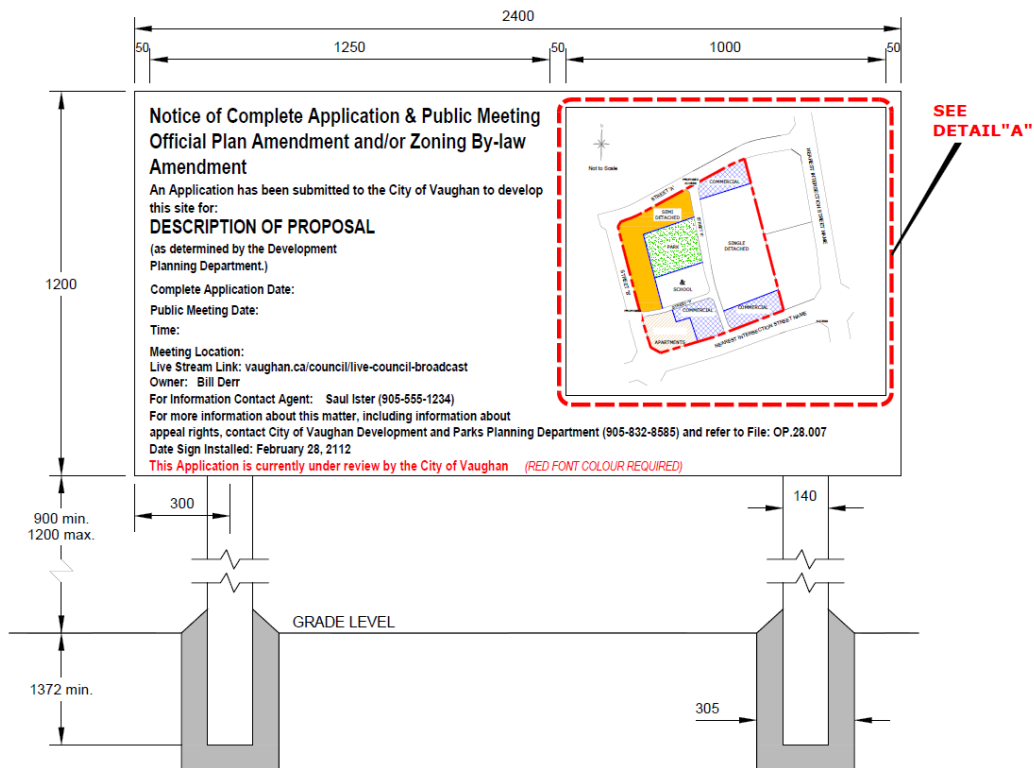
10.1 Example of Coloured Rendering for Notice Sign(s)



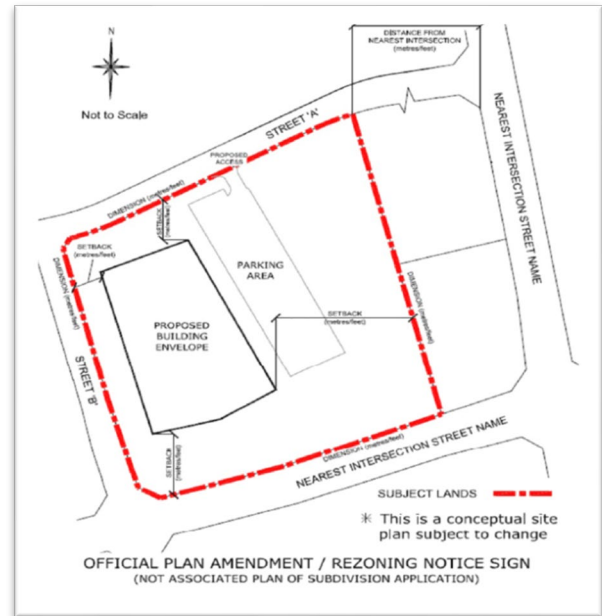
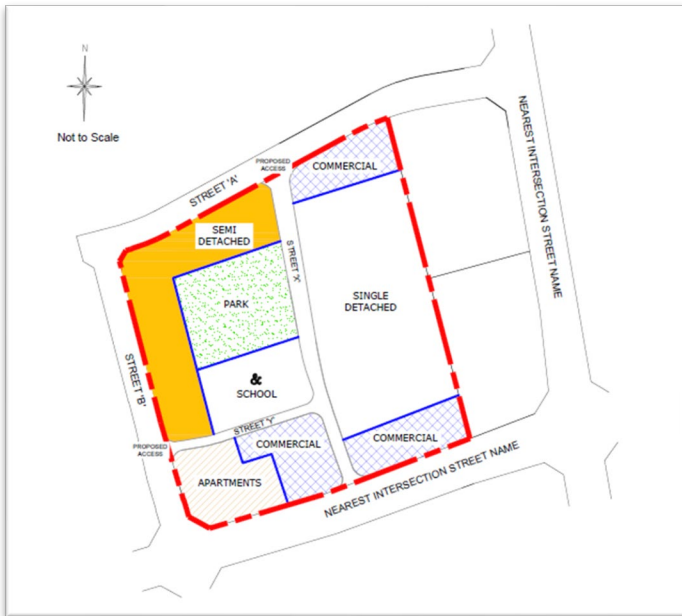
10.2 Below is a dimensioned schematic of a Notice Sign(s) for Complete Application



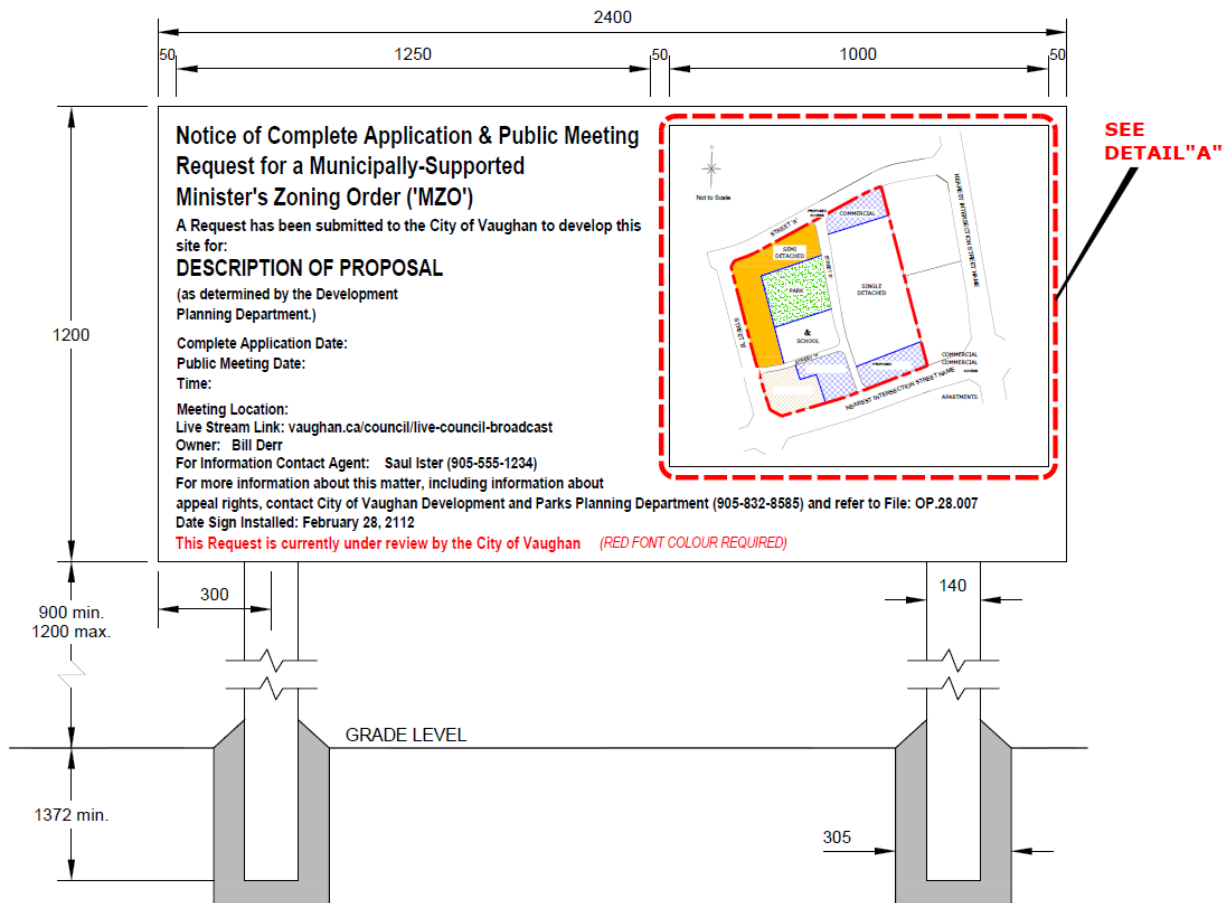
10.3 Below is a dimensioned schematic of a Notice Sign(s) for Complete Application and Public Meeting



10.4 Detail "A": Examples of Mapping for Notice Sign(s)



10.5 Below is a dimensioned schematic of a Notice Sign(s) for Municipally-Supported MZO's



11 Notification Protocols

Notification of a *Planning Act* planning application (i.e., Official Plan and Zoning By-law Amendment) requiring a Public Meeting as required by the *Planning Act* or the City of Vaughan, or any Public Meeting being required by the City of Vaughan for a Request for a Municipally-Supported MZO, shall be undertaken in accordance with the minimum requirements prescribed by the *Planning Act* or the City of Vaughan, as appropriate.

- 11.1 The Owner/Applicant proposing an Official Plan, Zoning By-law Amendment or Request for a Municipally-Supported MZO shall post a Notice Sign(s) on the property in accordance with the procedures and protocols of this document.
- 11.2 New Development Areas (Blocks 27, 34E, 34W, 41, 55W, 59, 60E, 60W, 62 and 64)
 - 11.2.1 At the discretion of the Planning Department, in certain circumstances the hand delivery of notices of a Public Meeting shall apply in new community areas (including but not limited to Blocks 27, 34E, 41, 55W, 59, 60E, 60W, 62 and 64) where dwellings have been constructed and the homeowner(s) has not occupied the dwelling or their name(s) does not appear on the municipal assessment roll at the time when the Notices are required to be mailed in accordance with the procedures and protocols of this document and the requirements of the *Planning Act*.
 - 11.2.2 The Planning Department shall provide the Owner with an original copy of the Notice and a map illustrating the properties to which a Notice shall be hand delivered by the Owner, or an individual authorized by the Owner, in accordance with the procedures and protocols of this document and the requirements of the *Planning Act*.
 - 11.2.3 The Owner shall make the required number of copies of the Notices.
 - 11.2.4 The Owner shall hand deliver (door-to-door) the Notice to each property as directed by the Planning Department and shall ensure that the Notice is:
 - 11.2.4.a Placed in an envelope addressed to the “Owner/Occupant”. The envelope shall be blank and not bare any company logos;
 - 11.2.4.b Placed in an area that is clearly visible by the property Owner and protected from the elements (i.e., rain, wind, snow, etc.) including: a mailbox if available, the door handle, between the door and door frame, door thresh hold, etc.; and,
 - 11.2.4.c Delivered a minimum of twenty (20) days prior to the date of the Public Meeting.
- 11.3 Upon delivery of the Notices, the Owner shall complete the “Delivery of Notice of a Public Meeting Declaration” and “Schedule 1”, as shown on Appendices II and III, respectively, and return it to the Planning Department within five (5) business days of the date that the Notice was delivered.



- 11.4 The hand delivery of Notice of a Public Meeting protocol will be phased out as a new community develops and individual property owners are captured on the City's assessment rolls.



**Appendix I
SIGN DECLARATION**

To be completed by the Owner or Authorized Agent -

I hereby certify that the required Notice Sign(s) has/have been installed in accordance with the City of Vaughan "Notice Signs – Procedures and Protocols". The Notice Sign(s) was/were posted in the required location(s) at:

_____ on _____
(provide location and street name) (date of sign installation)

Application Number:

- OP. _____ (Official Plan Amendment)
- Z. _____ (Zoning By-law Amendment)
- 19T- _____ (Draft Plan of Subdivision)
- 19CDM- _____ (Vacant Land Condominium only)
- MZO. _____ (Request for a Municipally Supported Minister's Zoning Order)

I agree to maintain the required Notice Sign(s) in good condition (in both structure and paint work), to the satisfaction of the City of Vaughan throughout the processing of the application(s) and in accordance with the requirements outlined on the "Sign Detail". I further agree that once the Public Meeting date has been scheduled by the City, to apply an overlay decal with the prescribed information as contained herein (date, time, etc.) no later than 20 (twenty) days prior to the Public Meeting date. I further agree to remove the Notice Sign(s) within seven (7) days after one of the following events:

1. The application(s) is/are approved or refused by Vaughan Council; or lapses; or is withdrawn; or
2. The application(s) is/are approved or refused by the Ontario Land Tribunal; or
3. The required is approved or refused by the Ministry of Municipal Affairs and Housing (for MZO).

Signature of Owner or Authorized Agent

Name of Signatory (Please Print)

Company

Date

For Office Use Only
Verified by: (to be completed by Staff)
Date

NOTE:

You are required to provide photographic proof of **EACH** installed Notice Sign(s) as well as a map/aerial with the location of the installed Notice Sign(s).



**Appendix II
DELIVERY OF NOTICE OF PUBLIC MEETING
DECLARATION
- To be completed by the Owner -**

I hereby certify that the required Notice(s) of Public Meeting respecting the files identified below has/have been hand delivered door-to-door to the address(s) identified on Schedule 1 to this Declaration twenty (20) days prior the Public Meeting, in compliance with the City of Vaughan Notice of "Notice Sign(s) – Procedures and Protocols". I hereby certify that a copy of the Notice of a Public Meeting respecting the following File Number(s): _____

i) was/were delivered by: _____
Name of Person(s) (Please Print)

ii) was/were delivered on: _____
Date and Approximate Time of Delivery (minimum twenty (20) days prior to Public Meeting)

iii) was/were delivered to: _____
Attach a separate sheet (Schedule 1, as shown on Appendix II) identifying the Municipal address(es) of the property(ies) that the Notice of Public Meeting was delivered to. If a municipal address is unavailable, identify the Lot and Plan Number.

Name of Owner: _____
(Please Print)

Signature of Owner: _____

DECLARATION

I, _____ of the _____
of _____ in the _____
of _____, solemnly declare that:

All above statements contained in all of the exhibits transmitted herewith, are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

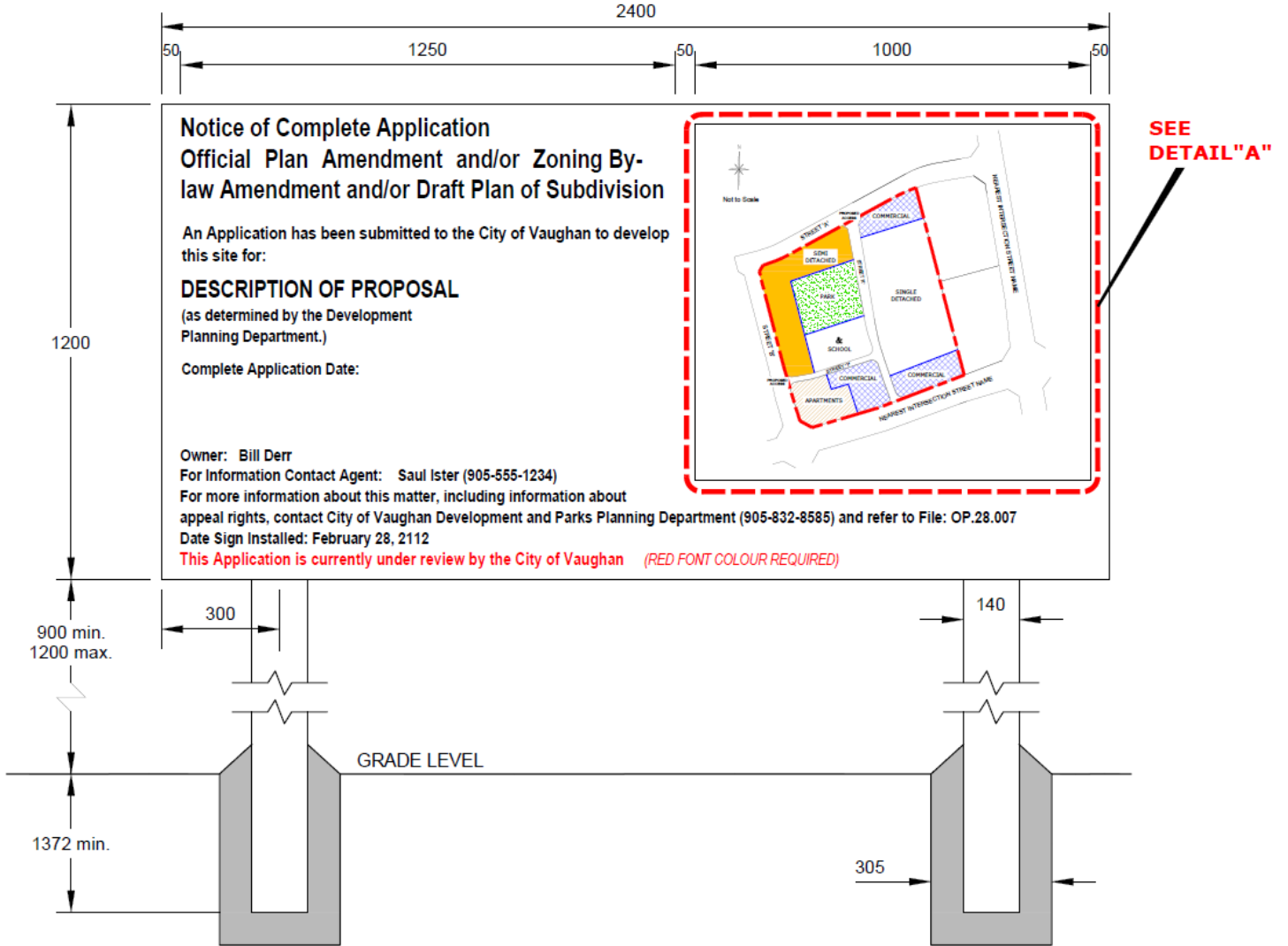
DECLARED before me at the _____
of _____ in the _____
of _____
this _____ day of _____, 20_____.

SIGNATURE OF OWNER OR AGENT

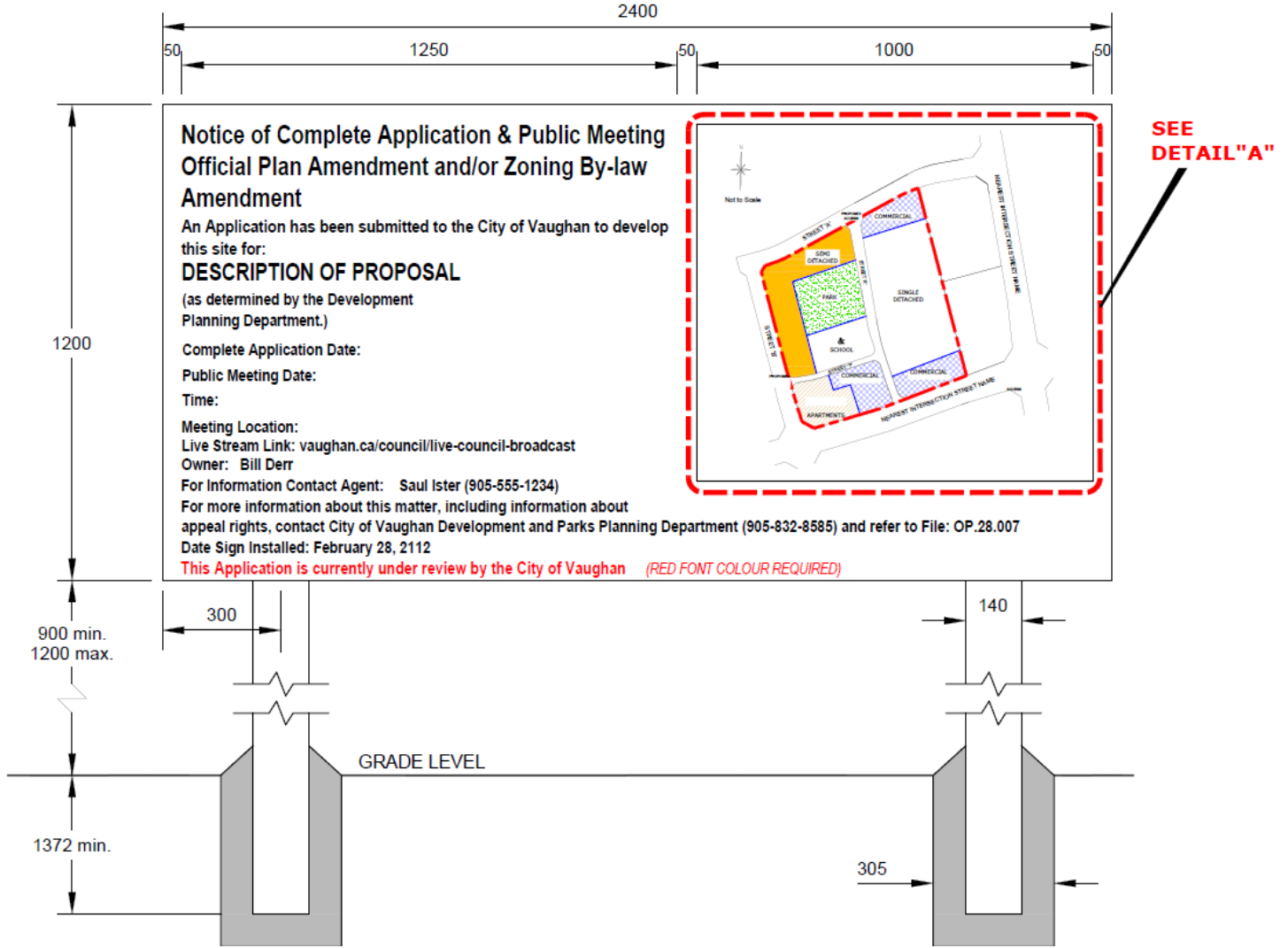
COMMISSIONER OF OATH'S STAMP OR SIGNATURE

Personal information on this form is collected under the legal authority of the *Planning Act*, R.S.O. 1990, Chapter P.13 (as amended) and Regulations thereto. This information will be used to process this application. Questions about this collection of information should be directed to the Office Coordinator of the Development and Parks Planning Department at DevelopmentPlanning@vaughan.ca or 905-832-2281, or visiting City Hall at 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1.

Appendix IV Notice Sign(s) for Complete Application



Appendix V Notice Sign(s) for Complete Application and Public Meeting



Appendix VI Notice Sign(s) for a Request for a Municipally-Supported Minister's Zoning Order (MZO)

