



THE CORPORATION OF THE CITY OF PORT COQUITLAM

BYLAW NO. 2638

A Bylaw to Regulate Signs

WHEREAS pursuant to Section 967 of the Municipal Act, Council may regulate the number, size, type, form, appearance and location of any signs, and may prohibit signs subject to Section 967(2);

AND WHEREAS pursuant to Section 579(3) of the Municipal Act, Council may regulate or prohibit the erection, placing, alteration, maintenance, demolition and removal of signs;

AND WHEREAS pursuant to Section 734(1) of the Municipal Act, Council may regulate the construction, alteration, repair or demolition of structures;

AND WHEREAS it is deemed desirable:

- (a) to enable local commercial and industrial enterprises clearly to identify their places of business and to indicate to the extent permitted by this bylaw the types and trade names of goods and services manufactured or sold on the premises;***
- (b) to protect the appearance of the various zones of the City from the effect of signs which may be inappropriate as to size, design or location;***
- (c) to protect the public from the effects of signs that conflict with signs and lights erected for the direction of vehicular and pedestrian traffic;***
- (d) to protect the public from the dangers of signs of inferior construction and from the public nuisance or hazard arising from improperly sited signs.***

NOW THEREFORE, the Municipal Council of the Corporation of the City of Port Coquitlam, in open meeting assembled, enacts as follows:

DIVISION 1: TITLE AND INTERPRETATION

1.1 Title

This Bylaw may be cited for all purposes as the "Sign Bylaw, 1992, No. 2638."

1.2 Definitions

In this Bylaw:

"Banner Sign"	means a flexible plastic or fabric sign, excluding an awning affixed to a building;
"Bench Sign"	means a sign forming part of a bench located on public property at a bus stop, rest area or park;
"Building"	means any structure used or intended for supporting or sheltering any use or occupancy;
"Building Inspector"	means the municipal official duly appointed by Council from time to time to administer the building and plumbing bylaw of the City;
"Building Projection"	means any projection from a building, other than a canopy;
"Business"	means carrying on a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit;
"Canopy"	means a permanent hood, cover or shelter, other than a projecting roof, which projects from the wall of a building;
"Canopy Sign"	means a sign attached to a canopy or located on the face of a canopy;
"Changeable Copy Area"	means an area within any sign where the copy can be changed manually or electrically,
"Changeable Copy Sign"	means a freestanding, permanent or portable sign on which part or all of the copy can be changed manually or electrically and fully complies with the restrictions set forth in Section 4.2 of this Bylaw,
"City"	means The Corporation of the City of Port Coquitlam or the territorial area within its boundaries, as the context requires;
"City Engineer"	means the municipal official duly appointed by Council from

	time to time to administer the public works of the City;
"Clearance"	means the minimum unobstructed space between a sign and the ground surface beneath any part of the sign;
"Commercial Sign"	means a sign advertising a business;
"Community Sign"	means a temporary sign advertising a community service;
"Community Service"	means a service, excluding any business, carried on by a non-profit organization for the betterment of the community;
"Copy"	means the text, illustrations and symbols on a sign;
"Copy Area"	means the area within the shortest line surrounding the copy;
"Corner Site"	means a site at the intersection of two or more streets;
"Development Signs"	means temporary signs advertising the sale, lease, or rental of a building, portion of a building lot, group of lots in a subdivision, or group of houses within a housing project.
"Development Application Sign"	means a temporary sign required as part of all rezoning and development permit applications that provides information about a planned development project on the subject site;
"Directional Sign"	means a sign which only communicates information regarding pedestrian or vehicular movement on the parcel on which the sign is located;
"Fascia Sign"	means a flat sign affixed on and parallel to the wall of a building, not extending beyond the horizontal width of the building nor above the roof line of the building;
"Flashing Sign"	means a sign which includes or reflects an intermittent or flashing light source but excludes an automatic changeable copy sign indicating time, temperature, date or electronically controlled messages;
"Freestanding Sign"	means a sign supported by a sign structure fixed to the ground and independent from any other building or structure;
"Frontage"	means the length of each property boundary adjoining a street;
"Grade"	means the average ground surface elevation within 6.5 m. (21.33 ft.) around a sign;

"Height"	means the vertical distance from the grade to the highest point of a sign;
"Highway"	includes a street, road, lane, bridge, viaduct and any other way open to public use, but does not include a private right of way on private property;
"Illuminated Sign"	means any sign artificially illuminated by an internal or external source;
"Municipal Election Sign"	means a sign regulated by the City of Port Coquitlam "Election (Civic) Procedure ByLaw, 1971, No. 1115."
"Off-Premise Sign"	means a sign which directs attention to a business, commodity, service or thing not located on the parcel on which the sign is located;
"Parcel"	means a lot, block or other area in which land is subdivided;
"Political Sign"	means a sign including only messages relating to a public election or referendum;
"Portable Sign"	means a sign not affixed to the ground or to a building;
"Projecting Sign"	means any sign other than a canopy or fascia sign, which is attached to and projects more than 0.3 m. (1 ft.) from a structure or building wall;
"Real Estate " Directional Sign"	means a sign temporarily affixed to the ground directing the public to a parcel or premise that is for sale or lease;
"Real Estate Sign"	means a sign indicating that the parcel or premises on which the sign is located is for sale or lease;
"Roof Line"	means the line formed by the intersection of the exterior walls of a building with the roof of the building, including a false roof;
"Roof Sign"	means any sign erected or placed wholly or partly above the roof line of a building;
"Rotating Sign"	means any sign or portion of a sign which moves in a revolving or turning manner;
"Sandwich Board Sign"	means a non-illuminated portable sign consisting of two flat surfaces joined at one end;
"Setback"	means the minimum permitted distance required under this bylaw between a sign and a parcel boundary;

"Sign"	means any structure, device or visual display which communicates information or attracts the attention of persons for any purpose;
"Sign Area"	means the total area within the outer edge of the frame or border of a sign but where a sign has no frame or border, means the area contained within the shortest line surrounding the copy;
"Sign Structure"	means a structure constructed for the purpose of supporting a sign;
"Street"	means a highway more than 6 metres wide;
"Subdivision Entry Sign"	means a permanent sign affixed to the ground that provides identification of a residential subdivision;
"Temporary Sign"	means a sign displayed for a limited period of time in accordance with this bylaw;
"Use"	means the purpose for which a building, lot, sign or other structure is arranged, intended, designed, occupied or maintained;
"Vehicle Signs"	means signs painted on or attached to a motor vehicle and each having an area in excess of 0.4 m ² , and/or a cumulative area in excess of 1.0m ² ;
"Window Sign"	means a sign painted on or attached to or installed inside a window for viewing from outside the premises;
"Zone"	means a zone established pursuant to the provisions of the City's Zoning Bylaw.

1.3 Measurements

All measurements in this bylaw are expressed in the Standard International Units (metric) system. The approximate equivalent in the Imperial system, shown in brackets following each metric standard, is included for convenience only and does not form part of this bylaw.

1.4 Severability

If any section or lesser portion of this bylaw is held to be invalid by any Court, the invalid portion shall be severed and shall not affect the validity of the remainder.

1.5 Zoning Bylaw

In the event of any conflict between the provisions of this bylaw and the provisions of the Zoning Bylaw, the provisions of the Zoning Bylaw shall prevail.

DIVISION 2: GENERAL REGULATIONS

2.1 Application of Bylaw

- (1) No sign shall be erected, placed, displayed, altered or moved within the City except in conformity with the provisions of this bylaw.
- (2) Signs that are not specifically permitted in this bylaw are prohibited.
- (3) Nothing in this bylaw relieves a person from complying with other City bylaws.
- (4) This bylaw applies to the entire area of the City.

2.2 Exemptions

- (1) This bylaw does not apply to:
 - (a) Notices issued by the Government of Canada, the Government of British Columbia, a Court or the City;
 - (b) Traffic control devices provided for in the Motor Vehicle Act;
 - (c) Signs on or over City-owned lands installed or authorized by the City Engineer;
 - (d) Signs located in the interior of buildings and not visible from a highway;
 - (e) Municipal election signs; and
 - (f) Vehicle signs, except when the vehicle is stationary and visible from a highway for a period in excess of four hours.

2.3 Non-Conforming Signs

- (1) Any sign lawfully in existence at the time of adoption of this bylaw, although such sign does not conform with the provisions of this bylaw, may continue to be used provided it is maintained in a clean and safe condition.
- (2) Any sign lawfully in existence at the time of adoption of this bylaw shall not be reconstructed, altered or moved except in full compliance with the provisions of this bylaw.

2.4 Maintenance of Signs

- (1)** Normal sign maintenance, including replacement of copy, lighting and refurbishing of signs shall not require a sign permit, but shall conform to all other requirements of this bylaw.
- (2)** All signs shall be maintained structurally sound and free from all hazards caused or resulting from decay or failure of structural members, fixtures, lighting or appurtenances. All sign area, background, copy and lighting shall be maintained in readable and clean condition, and the site of the sign shall be maintained free of weeds, debris and rubbish.

2.5 Maximum Sign Area

The sign area of a sign shall not exceed 14.2 m² (150.7 sq. ft.), except as specifically permitted in this bylaw.

2.6 Maximum Copy Area

The copy area of a sign shall not exceed 75% of the sign area.

2.7 Sign Appearance

The materials used in a sign structure and the form of a sign structure shall be compatible with the materials used in the principle building on the parcel and the architectural form of that building.

2.8 Maximum Projections

- (1)** The maximum projection of a sign from the exterior wall of a building to which the sign is attached shall not exceed 3.0 m. (9.94 ft.).
- (2)** No sign shall project to within 0.6 m. (1.96 ft.) horizontally of the curb line of any highway.

2.9 Signs on Public Property

No commercial signs, whether made out of paper, cardboard, cloth, canvas, plastic or similar materials, shall be tacked, posted or otherwise affixed to the walls of any structure, tree, pole, hydrant, bridge, fence or any other surface within a public place.

2.10 Hazardous Signs

- (1)** No signs shall create a potential hazard to the safe, efficient movement of vehicular or pedestrian traffic.
- (2)** No sign shall be placed in a manner that may obstruct any window opening, door opening, passageway, fire escape, walkway, vehicular driveway or similar feature.

2.11 Traffic Control Signs

No signs shall have the shape and colour of a traffic control device referred to in the Motor Vehicle Act.

2.12 Approval of Signs over Highway or Public Place

- (1) No commercial sign shall be located upon or over a highway or public place unless the owner of the sign has entered into an authorizing agreement with the City in the form of Schedule A of "Highway Encroachment Bylaw, 1983, No. 1997", and has deposited with the City a policy of insurance in the amount of not less than \$1,000,000.00, indemnifying the City against any loss sustained by the City in relation to the sign. Each policy of insurance shall be maintained by the owner so long as the sign remains on or over the highway or public place, and a copy of each renewal certificate shall be deposited with the City as a condition of the continued location of the sign.

2.13 Abandoned and Obsolete Signs

- (1) When a sign (other than a permitted off-premise sign) no longer directs persons to or advertises a business, lessor, owner, product or activity conducted, or product in existence or available on the parcel where the sign is displayed, the owner of the parcel shall remove the sign within 14 days.
- (2) When a permitted off-premise sign no longer directs persons to a business, commodity, service or thing in existence, the owner of the parcel on which the sign is displayed shall remove the sign within 14 days.

2.14 Removal of Temporary Signs

Political signs, real estate signs, community and similar temporary signs which are displayed on any parcel shall be removed by the owner of the parcel within seven (7) days of the termination of the event which the signs advertised.

DIVISION 3: PROHIBITED SIGNS

3.1 Types of Prohibited Signs

Except as specifically permitted by this bylaw, the following signs shall not be located or displayed within the City:

- (a) Banner signs;
- (b) Off-premise signs;
- (c) Flashing signs;

- (d) Rotating signs;
- (e) Roof signs;
- (f) Signs emitting sound, odour or matter;
- (g) Portable signs;
- (h) Bench signs, community signs, directional signs, real estate signs and window signs, except as permitted to be displayed without a permit under Section 6.3; and
- (i) Vehicle signs on a vehicle which is stationary and visible from a highway for a period in excess of four hours between sunrise and sunset.

DIVISION 4: SPECIFIC SIGN REGULATIONS

The following regulations apply specifically to the types of signs referred to in each section heading.

4.1 Canopy Signs

- (1) Only one canopy sign shall be permitted on each side of a canopy attached to a business premises.
- (2) The sign area of a canopy sign shall not exceed 1 m² (10.7 sq. ft.) for each 1 m. (3.3 ft.) of total length of the canopy, and no more than 50% of the surface of a canopy shall be copy area.
- (3) Canopy signs not forming part of the canopy shall be directly attached to the apron of the canopy and shall have a clearance of not less than 2.5 m. (8.2 feet).
- (4) All canopy signs attached to one canopy shall be of uniform height and clearance.
- (5) No signs shall be placed on a canopy when the length of the canopy is less than the distance the canopy projects from the building face.
- (6) Canopy signs may be illuminated.
- (7) A canopy sign shall have the same clearance as any canopy sign already installed on an adjacent building.

4.2 Changeable Copy Signs and Changeable Copy Areas

- (1) Permanent Changeable Copy Signs shall be located on the lot in an acceptable landscape strip of sufficient size as to contain the Changeable Copy Sign. Portable Changeable Copy Signs shall be located in an area where the sign will not interfere with vehicular movements, sight lines, or parking. This location must be approved by the City upon issuance of the Annual Sign Permit.

- (2) Permanent Changeable Copy Signs shall maintain a front yard setback of at least 1.0m, a side yard setback of at least 3.5m, and a rear yard setback of at least 6.0m;
- (3) Permanent Changeable Copy Signs shall be affixed to a permanently mounted sleeve connection in the landscaped area;
- (4) Permanent Changeable Copy Signs shall be serviced with an underground electrical connection if electricity is required to energize the sign. Portable Changeable Copy Signs may not be illuminated or energized in any way;
- (5) Changeable Copy Signs shall have a maximum area of 3 sq.m (32 sq. ft.) per sign face;
- (6) Changeable Copy Signs shall have no hand written messages;
- (7) Changeable Copy Signs shall have no flashing, oscillating, or directional lighting;
- (8) Changeable Copy Signs shall be erected so the maximum height of the sign does not exceed 2 metres;
- (9) Permanent Changeable Copy Signs shall be erected so the sign does not obstruct vehicular or pedestrian visibility;
- (10) Each lot shall be limited to one (1) Changeable Copy Sign either permanent or portable in addition to any permitted Free Standing Sign or Projecting Sign, whether or not these signs have a changeable copy area; and
- (11) Sign Permits for Portable Changeable Copy Signs are valid for one year from date of issuance and may be renewed with the approval of the City and subject to a new additional sign permit fee.
- (12) Notwithstanding subsections (1) to (10), the changeable copy area in any sign other than a Changeable Copy Sign, shall not exceed 75% of the sign area.

4.3 Fascia Signs

- (1) The total area of all fascia signs on a building wall shall not exceed 1 m² (10.8 sq. ft.) for each lineal metre (3.3 ft.) of building wall to which the sign is affixed.
- (2) The copy area of a fascia sign shall not exceed 75% of the sign area.
- (3) No part of a fascia sign which projects more than 15 cm (5.9 in.) from the face of the building shall have a clearance less than 2.5 m. (8.2 ft.).
- (4) A fascia sign shall not project beyond 30 cm (11.8 in.) from a building face and shall not extend above the sill of any window or above guardrails or balustrades immediately above such sign.
- (5) The upper edge of a fascia sign shall not be higher than the roof line or parapet of a building.
- (6) Fascia signs may be illuminated.

4.4 Freestanding Signs

- (1) The width of the support structure or base of a freestanding sign shall be at least 75% of the greatest width of the signs.
- (2) Not more than one freestanding sign is permitted on a parcel except as specifically permitted under this bylaw.
- (3) Every freestanding sign shall include a landscaped area extending a minimum of 0.6 m. around the entire base of the sign.
- (4) Where a parcel has a frontage in excess of 50 m. (164.0 ft.), additional secondary freestanding signs may erected for each additional 50 m. (164.0 ft.) of frontage, or part thereof, provided the signs are at least 50 m. (164.0 ft.) apart.
- (5) Secondary freestanding signs shall have a sign area not more than 50% of the sign area of the principal freestanding sign or 10 m² (107.6 sq. ft.), whichever is less.
- (6) Where a parcel fronts on more than one street, one additional freestanding sign, equal in area to the primary sign, is permitted provided that the distance between each freestanding sign is at least 50 m. (164.0 ft.).
- (7) Freestanding signs shall not exceed a height of 5.0 m. (16.4 ft.) measured from the ground surface or from the curb elevation of the fronting street, whichever is higher.
- (8) Notwithstanding subsection (7), the maximum height of a freestanding sign on a property zoned for commercial use and fronting Loughheed Highway shall not exceed 6.5 m. (21.3 ft.).
- (9) Freestanding signs shall not have a sign area in excess of 1.5% of the lot area upon which the sign is located, to a maximum sign area of 20 m² (215.3 sq. ft.). Where more than one type of sign is displayed on a lot, the maximum area of a freestanding sign shall be 0.75% of the lot area to a maximum of 20 m², except as provided in subsection (11).
- (10) Freestanding signs shall maintain sideyard setbacks of at least 3.5 m., and a rear yard setback of at least 6.0 m.
- (11) On parcels with a minimum area of 2 ha. (4.9 acres) the maximum permitted sign area of the principal freestanding sign is increased by 1 m² (10.8 sq. ft.) for each metre (3.3 ft.) the outer edge of the sign is set back from the front property line, to a maximum sign area of 30 m² (322.9 sq. ft.). The maximum height of freestanding signs on such parcels is 6.5 m. (21.3 feet). The copy area of such signs shall not exceed 50% of the sign area.
- (12) Notwithstanding subsections (9) and (11), where a portion of the principal freestanding sign is a Changeable Copy Sign, the sign area for the principal sign may exceed the allowable sign area provided in subsections (9) and (11) above, by a maximum of 6 m² (64.5 sq. ft.) provided that the additional area is no greater than that of the changeable copy sign.

- (13) The owners of two or more adjacent parcels may combine their freestanding sign allowances to form one single sign, the area of which shall be based on their combined parcel areas as if they were one parcel.
- (14) Where a freestanding sign projects over a pedestrian traffic area such as a walkway or internal sidewalk, no part of the sign shall be less than 2.4 m. (7.9 feet) above grade.
- (15) A freestanding sign may rotate provided it does not revolve more than eight (8) times per minute.
- (16) A freestanding sign may be illuminated.

4.5 Projecting Signs

- (1) Projecting signs are permitted only on parcels not provided with a freestanding sign.
- (2) The sign area of a projecting sign shall not exceed 2.8 m² (30.0 sq. ft.).
- (3) A projecting sign shall be attached to the building or premises to which it pertains and shall not extend above the lowest part of the roof line of the building to which the sign is attached.
- (4) A projecting sign shall have a minimum clearance of 2.4 m. (7.9 ft.).
- (5) A projecting sign shall be placed a minimum of 0.3 m. (1 ft.) from the building to which it is attached.
- (6) The maximum projection of a projecting sign from an exterior wall of a building shall not exceed 3 m. (10.0 ft.) nor shall it project to within 0.6 m. (2.0 ft.) horizontally from a curb line.

4.6 Sandwich Board Signs

- (1) Sandwich Board signs are permitted only on parcels not provided with a projecting sign.
- (2) The Sandwich Board sign area shall not exceed 0.6m² (6.5 sq. ft.) on both faces combined.
- (3) No dimension of a Sandwich Board sign shall exceed 1.2 m. (4.0 ft.).
- (4) No Sandwich Board sign shall be located in any required parking area or any landscaping area.
- (5) A Sandwich Board sign shall be located entirely on or within the property or parcel and in front of the building or premise to which the sign pertains.

- (6) A Sandwich Board sign shall not be a nuisance nor interfere with normal pedestrian traffic.
- (7) A Sandwich Board sign shall only be displayed during the business hours of the premises.
- (8) A Sandwich Board sign shall not be illuminated.

4.7 Promotional Signs

- (1) Promotional signs are permitted in the form of a portable sign, a temporary fascia sign, a temporary freestanding sign or a balloon type sign.
- (2) Promotional signs may only advertise a new business premise or a change in use or trade name of a business premise.
- (3) A promotional sign may be displayed for not more than thirty days in any calendar year.
- (4) A promotional sign shall not exceed 3 m² (33.0 sq. ft.) in area per face.
- (5) No portable promotional sign shall be located on a street, right of way, other public place, or encroach upon other properties.

4.8 Balloon Signs

- (1) The inflating gas in a balloon sign shall be hot air. No other gases are permitted.
- (2) The balloon shall be secure anchored to the base and the base shall be securely anchored to the surface on which it rests.
- (3) The maximum permitted height of a balloon sign is 8.0 m. (26.2 ft.) above the base of the supporting structure.
- (4) A balloon sign may only be displayed on a parcel for a maximum of thirty days in any calendar year.
- (5) A balloon sign shall be mounted in such a location and manner that the collapse of the unit will not affect an access route or public right of way.
- (6) Balloon signs may be illuminated but may not contain flashing, lights or animation devices, or vary intensity of lighting. Illumination shall be from a steady light source directed at the face of the sign and shielded to eliminate glare when viewed by oncoming traffic.

4.9 Non-Commercial Signs

- (1)** A sign not exceeding 3.0 m² (32 sq. ft.) in area per sign face may be placed on a parcel to promote a patriotic, religious, charitable or civic event or cause, for a period not to exceed 30 days in any calendar year.
- (2)** No sign permitted under this Section shall be located on land in a residential zone.

4.10 Subdivision Entry Signs

- (1)** The width of the base of a subdivision entry sign shall be at least 75% of the greatest width of the sign.
- (2)** A maximum of two subdivision entry signs may front on a street and a maximum of four subdivision entry signs is permitted for a subdivision.
- (3)** Each subdivision entry sign shall include a landscaped area extending a minimum of 0.6 m (1.9 ft.) around the entire base of the sign.
- (4)** Subdivision entry signs shall not exceed a height of 1.5 m (4.9 ft.), measured from the ground surface or from the curb elevation of the fronting street, whichever is higher.
- (5)** Where a subdivision entry sign is located on a corner property fronting two streets, it shall be angled to minimize view obstruction down both streets.
- (6)** Subdivision entry signs must be composed of natural materials that complement the character of the subdivision. The surfaces of a subdivision entry sign may not be painted, embossed, or glazed.
- (7)** Subdivision entry signs may be illuminated by an external source only, and in a manner which does not disturb the surrounding residents.
- (8)** Where a subdivision entry sign is located on private residential property, the applicant for the Sign Permit must submit documentation to the satisfaction of the City regarding the method of ongoing maintenance of the sign.
- (9)** Subdivision entry signs may not be located upon a highway or public place unless the applicant for a Sign Permit has entered into an authorizing agreement with the City.

4.11 Development Signs

- (1) Development signs must be freestanding signs only.
- (2) Not more than one sign for each street frontage is permitted.
- (3) Not more than four signs are permitted for each subdivision or development project.
- (4) The sign area of each sign shall not exceed 3 m² (32.29 sq. ft.) in area per sign face, except that:
 - (a) In Industrial zones only, the sign area shall not exceed 6 m² (64.58 sq. ft.) in area per sign face.
- (5) The overall height of a development sign and its supporting structures shall not exceed 4.0 m (13.12 ft.).
- (6) Development signs shall be removed within one (1) month following the issuance of the final occupancy permit, or in the case of a subdivision development or a multi-family residential development, upon the sale of 90% of the subdivided lots or individual units.

4.12 Directional Real Estate Signs

- (1) Signs must be freestanding signs only.
- (2) The sign must be located on private property with written consent of the property owner.
- (3) Not more than two signs are permitted for each subdivision or development project.
- (4) The sign area of each sign shall not exceed 3 m² (32.29 sq. ft.) per sign face.
- (5) All real estate directional signs permitted under this section shall be removed upon the sale of 90% of the subdivided lots or individual units.

DIVISION 5: ZONE RESTRICTIONS

5.1 Agricultural and Residential Zones

The following signs are permitted only on land in the A-1, RS- 1, RS-2, RS-3, RT-1, RM-1, RM-2, RM-3, RM-4 and RM-5 Zones:

- (1) Block Parent and Neighbourhood Watch signs, provided that:
 - (a) The sign area shall not exceed 0.2 m² (2.15 sq. ft.)
 - (b) The sign is the only "block parent" sign located on the parcel where the activity is conducted; and

- (c) The sign shall not be illuminated.
- (2) Development Signs
- (3) Subdivision Entry Signs
- (4) A sign to advertise a child care facility or an accessory home business, where those uses are permitted, provided that:
 - (a) Only one sign per lot or strata lot is permitted;
 - (b) The sign advertises a business operating from the premise on which it is located;
 - (c) The sign area shall not exceed 0.6 m² (6.5 sq. ft.);
 - (d) The sign shall not be illuminated;
 - (e) The sign shall be either a fascia, window, or freestanding sign only; and
 - (f) If the sign is a freestanding sign, it shall not exceed a height of 1.5 m (4.9 ft.) to the highest point of the sign and it shall not be sited closer than 2.5 m (8.2 ft.) from any property line.

5.2 Commercial, Industrial, Institutional and Comprehensive Development Zones

The following signs are permitted only in the C-1, C-2, C-3, C-4, CS-1, CS-2, CS-3, M-1, M-2, M-3, P-1, P-2, P-3, CD and WD Zones:

- (1) Canopy signs
- (2) Fascia signs
- (3) Freestanding signs
- (4) Window signs
- (5) Changeable copy signs
- (6) Promotional signs
- (7) Sandwich Board signs

5.3 Service Station Zones

The following signs are permitted only in the CS-2 (Service Station) zones:

- (1) Sandwich Board signs

5.4 Central Business District

The following signs are permitted only in the C-3 and C-4 zones:

- (1) Projecting signs

5.5 Industrial Zones

The following signs are permitted in all “M” Zones:

- (1) Development Signs.

DIVISION 6: SIGN PERMITS, FEES AND INSPECTIONS

6.1 Requirement for Permit

Except as provided in Sections 6.2 and 6.3, no person shall erect, place, display, alter or move a sign unless a sign permit for that purpose has been issued in relation to that sign.

6.2 Change of Sign

A change of copy or colour of any existing sign, including a change in the name of the owner or business, shall not require a permit.

6.3 Signs not Requiring a Permit

A permit is not required for the following types of signs, provided that every sign shall conform in all other respects to the requirements of this bylaw:

- (1) Flags and emblems of political, civic, philanthropic, educational or religious organizations.
- (2) Memorial plaques, cornerstones or historical tablets.
- (3) Bench signs, provided that:
 - (a) The bench has been authorized pursuant to the highway use bylaw, if located on a highway or public place.
 - (b) Every person placing any bench sign on public property shall maintain and repair the bench and bench sign to the satisfaction of the City Engineer.
 - (c) Not more than four bench signs shall be permitted at each bus shelter.
 - (d) The total sign area of all the signs at a bus shelter shall not exceed 4.5 m² (48.4 sq. ft.).
 - (e) The total sign area of all the signs on each bus bench shall not exceed 1.5 m² (16.15 sq. ft.).
- (4) Community Signs, provided that:

- (a) The sign area of a community sign shall not exceed 3.0 m² (32 sq. ft.).
 - (b) Community signs may be displayed for a period of four weeks only.
 - (c) Non-profit preschools may display community signs twice a year to advertise their registration dates.
 - (d) Notwithstanding paragraph (b) and Section 2.8, Council may by resolution authorize the posting of community signs promoting public safety, security or health in designated locations on City property or within municipal highway rights of way, for any duration.
- (5) Directional Signs in a parking lot or parking area, as fascia or freestanding signs, provided that:
- (a) The sign area of each directional sign shall not exceed 0.6 m² (6.459 sq. ft.).
 - (b) Setbacks shall be maintained as follows:
front 1 m. (3.3 ft); side 3 m. (9.8 ft.); rear 3 m. (9.8 ft.)
 - (c) The maximum height of a directional sign shall be 1.22 m. (4 ft.).
 - (d) A directional sign may be indirectly illuminated only.
- (6) Political Signs.
- (7) Real Estate Signs as fascia, freestanding or window signs, provided that:
- (a) Not more than one sign for each street frontage shall be permitted on each building, premises or parcel.
 - (b) Not more than four signs shall be permitted for each building, premises or parcel.
 - (c) The maximum sign area per sign face in RS-1, RS-2 and RT-1 zones shall be 0.6 m² (6.45 sq. ft.). In all other zones the maximum sign area shall be 3 m² (32.29 sq. ft.).
 - (d) Real Estate signs shall not be illuminated.
- (8) Window Signs, provided that:
- (a) No window signs shall be permitted in residential zones, with the exception of "Block Parent" and "Neighbourhood Watch" signs.
 - (b) Not more than two permanent window signs may be displayed from the inside surface of any window, showcase, or similar facility.
 - (c) Total copy area of a window sign shall not exceed 25% of the total window area.

- (9) Development Application Signs, as fascia or freestanding signs, provided that:
- (a) Not more than one sign for each street frontage is permitted.
 - (b) Not more than two signs are required for each subdivision or development project.
 - (c) The sign area shall have a height of 1.2 m (3.9 ft.) and a width of 2.4 m (7.8 ft).
 - (d) The overall height of a freestanding development application sign and its supporting structures shall not exceed 2.4 m (7.8 ft.).
 - (e) Development application signs shall be removed upon approval of the subject application by City Council.
- (10) Real Estate Direction Signs, provided that:
- (a) They may be a freestanding or sandwich board type sign;
 - (b) They shall have a maximum area of .28 sq. m. (3.0 sq. ft.) per sign face;
 - (c) They shall only be displayed from dawn to dusk;
 - (d) They may not be illuminated; and
 - (e) They may be placed on the public street right-of-way provided that:
 - (i) They can only be placed on the side boulevards;
 - (ii) The Realtor hold a valid Business Licence with the City;
 - (iii) No more than two signs shall be placed in one city block for each property for sale;
 - (iv) No more than three signs in total are permitted for each property for sale; and
 - (v) They do not obstruct vehicular or pedestrian traffic.

6.4 Application for Permit

- (1) Application for a sign permit shall be made to the Planning Department of the City on the application form as generally outlined in Schedule "A".
- (2) Every applicant for a sign permit shall provide the following information:
 - (a) The legal description and civic address of the property, which the sign is to be located.
 - (b) The name, address and telephone no. of the owner of the property.

- (c) The tenant name and telephone no.
- (d) The sign contractor's name ,address and telephone no.
- (e) The type of sign.
- (f) A drawing of the sign to scale, showing the copy, sign area and dimensions of the sign, and any supporting structure.
- (g) A site plan showing the proposed location of the sign in relation to the property boundaries and any building on the property.
- (h) The proposed weight, height and ground clearance.
- (i) The elevation of the building face showing the dimensions of the wall surface of the building also indicating the location of proposed and existing signs.
- (j) A site plan showing dimensions and locations of all existing signs and buildings on the property.
- (k) Estimated costs of the sign and any supporting structure.
- (l) Structural and footing details and material specifications for the proposed sign.

6.5 Permit Fees

A permit fee based on the estimated value of the sign and any supporting structure shall be paid prior to issuance of a sign permit as outlined in the City Building and Plumbing Bylaw.

6.6 Sign Structure

Issuance of a sign permit shall not exempt the sign owner or owners of the parcel from complying with the City's building and plumbing bylaw requirements for a sign structure.

6.7 Permit Issuance

Upon compliance with all requirements of this bylaw and upon compliance with the City's building and plumbing bylaw, a Building Inspector shall issue a sign permit as per Schedule B.

6.8 Permit and Application Expiry and Fee Refunds

- (1) Shall be in accordance with the City's Building and Plumbing Bylaw.

6.9 Inspections

- (1) Every person erecting, placing, displaying, altering, or moving a sign for which a permit is required by this bylaw, after permit issuance shall notify a Building Inspector at least 48

hours in advance of all required inspections.

- (2) An inspection shall be requested and obtained for every freestanding sign after installation of footings and before construction of the sign structure.
- (3) The holder of every sign permit shall request the Building Inspector to inspect the sign within ten (10) days after installation of the sign.
- (4) All signs (except promotional signs) connected to an electrical energy source shall have approval by the Provincial Government Electrical Safety Branch prior to requesting a final inspection.

6.10 Security Deposit

Every person who applies for a permit to install a freestanding, fascia, projecting, or rotating sign shall pay a refundable charge of \$500.00 to the City before issuance of the sign permit. The charge shall be applied towards the cost of any safety measures or City bylaw enforcement services (including additional inspections), which are required to remedy any violation of this bylaw in relation to the proposed sign. Within 14 days after all bylaw requirements have been satisfied, any portion of the security charge which has not been required to meet the City's costs shall be returned to the permit holder.

DIVISION 7: ENFORCEMENT AND PENALTIES

7.1 Inspections for Compliance

Building Inspectors, Bylaw Enforcement Officers and the Director of Planning of the City are authorized to enter at all reasonable times upon any property subject to this bylaw to ascertain whether the regulations or directions in this bylaw are being obeyed.

7.2 Removal of Signs - Highway and Public Place

Any sign unlawfully occupying a portion of a highway or public place may be removed by a Bylaw Enforcement Officer of the City. A fee of \$100.00 and the costs of removal shall be payable for recovery of the sign and failing recovery within 30 days of removal, the Chief Bylaw Enforcement Officer may sell the sign at public auction, retaining sufficient proceeds to pay the fees and costs imposed by this section and the costs of sale.

7.3 Removal of Signs - Private Property

If a sign does not conform to this bylaw or any other bylaw of the City, a Bylaw Enforcement Officer may give written notice to the owner of the sign or the owner of the parcel to bring the sign into compliance or remove the sign within a period of five (5) days. The owners shall act in accordance with the notice and if the notice is not complied with or if the owners cannot be located, the Bylaw Enforcement Officer may have the sign removed at the expense of the person in default, and the expense incurred may be recovered from the owner of the land on which the

sign is displayed with costs in the same manner as municipal taxes.

7.4 Penalty

Every person who violates any provision of this bylaw is guilty of an offence and, upon summary conviction, shall be liable to a fine of not more than \$2,000.00 and the costs of prosecution.

DIVISION 8: REPEAL AND ADOPTION

8.1 City of Port Coquitlam "Sign Bylaw, 1985, No. 2095" is repealed and replaced by this bylaw.

Read a first time by the Municipal Council this 30th day of March, 1992.

Read a second time by the Municipal Council this 30th day of March, 1992.

Read a third time by the Municipal Council this 30th day of January, 1992.

Reconsidered, finally passed and adopted by the Municipal Council of The Corporation of the City of Port Coquitlam, this 13th day of April, 1992.

L.M. TRABOULAY
Mayor

SUSAN RAUH
Clerk

RECORD OF AMENDMENT

<u>BYLAW NO.</u>	<u>AMENDED SECTION</u>
2763	4.11, 4.12, 5.1, 6.3
2966	6.2
3059	1.2, 4.2, 5.2, 6.3, 6.4
3092	4.2
3223	7.3
3279	5.1(4)(a-f)
3329	1.2, 4.12(4), 4.13, 5.5 6.10,
3366	4.9, 4.10, 4.11, 4.12
3960	2.2

SCHEDULE A
APPLICATION FORM FOR A SIGN PERMIT

Application Date: _____

I/We hereby make application under the provisions of the pertinent Bylaws for permission to construct, repair or alter the following sign and agree to all the requirements of the said Bylaws in force in the Municipality and to indemnify and keep harmless the Municipality against all claims, liabilities, judgements, costs and expenses of whatever kind, which may in any way accrue against the said municipality in consequence of, and incidental to, the granting of this Permit, if issued.

Building Site Address: _____

Tenant Name: _____ Telephone _____

Partial Legal Description: Lot # _____ Plan # _____ Block # _____

OWNER

CONTRACTOR

Name

Name

Address

Address

City

City

Postal Code

Telephone Number

Postal Code

Telephone Number

Type of Sign: _____

Lot Area

canopy | changeable copy

Sign Height

fascia | freestanding

Sign Area

projecting | sandwich board

Copy Area

promotional | balloon

Weight

off-premise | non-commercial

OFFICE USE ONLY

Permit No:

Estimated Construction Value

Zoning:

Every owner shall give at least 48 hours notice to a Building Inspector prior to the start of work on the building site.

Fee Paid: _____ CH () CA ()

APPLICANT

Receipt: B# _____ O () B () A ()

Name

Comments:

Signature

Telephone

SCHEDULE B

Sign Permit

APPLICATION DATE _____ PERMIT NO. ____ - _____

This permit is issued to the Owner/Builder named below, for the purposes of the construction, demolition, plumbing or related work described herein. The validity of this permit is subject to compliance with the plans and other documents submitted with the permit application, and to the compliance with the "Port Coquitlam Building and Plumbing Bylaw".

ADDRESS

LOT **PLAN** **ZONING**

OWNER

BUILDER

Name

Name

Address

Address

City

City

Postal Code Telephone Number

Postal Code Telephone Number

PURPOSE

OCCUPANCY

CONSTRUCTION VALUE

SIGNATURE OF OWNER/AGENT

NAME

TELEPHONE

PERMIT FEES AND DEPOSITS

Sign Micro Fee

Per Sign Value

Sign Permit Fee

TOTAL FEES AND DEPOSITS

THE ISSUANCE OF THIS PERMIT SHALL IN NO CASE BE TAKEN AS ASSUMPTION OF RESPONSIBILITY BY THE CITY FOR ERRORS OR VIOLATIONS OF CODES, STATUTES OR BYLAWS

BUILDING OFFICIAL

DATE RELEASED
