



Township of Uxbridge

# Sign By-law Information Pamphlet

*Regulating Signs and Advertising Devices  
– By-law No. 2002-059 (Consolidated)*



**TOWNSHIP OF  
UXBRIDGE**  
Trail Capital of Canada

## Do I Need a Permit?

You must obtain a permit for most permanent or temporary signs under Sections 3.6, 3.10, 5, 7, 8, and 9 of the by-law.

Common signs that require permits include:

- Ground signs.
- Wall or canopy signs.
- Signs for special events or openings.
- Development signs.

You do not need a permit if you're replacing an existing sign with the same size/content for the same business.

Fees:

- Basic Permit: \$75.00.
- Without Permit: Double Fee.
- Sign Exemption Review: \$200.00.
- Fees are non-refundable.

## Types of Permitted Signs

- **Real Estate Signs** – 1 to 2 signs (1-2 m<sup>2</sup>), removed within 30 days after sale.
- **Temporary Charitable Event Signs** – Max 2 m<sup>2</sup>, for 2-4 weeks.
- **A-Frame Signs** – One A-frame sign allowed in front of business, during hours of operation.
- **Farm Produce Signs** – Max 4 m<sup>2</sup>, removed 48 hours after sale ends.
- **Construction Signs** – max 6m<sup>2</sup> during active development (permit required).
- **Directional & Safety Signs** – Must be non-commercial and max 0.4 m .

## Special Sign District (Downtown Heritage Area)

Extra requirements apply for signs in the Downtown Uxbridge Special Sign District:

- Uxbridge Heritage Committee reviews all sign permit applications.
- Materials, fonts, colours must match heritage aesthetics.
- Internal illumination, video, flashing signs are prohibited.
- Max coverage of windows: 30%.
- Signs must not cover architectural features.
- Goose-neck, or lighting recessed in architectural feature, and/or lighting



# Prohibited Signs (Everywhere)

**DO NOT** install signs that:

- Flash, spin, rotate, or display video.
- Interfere with traffic control or confuse drivers.
- Are painted on trees or utility poles.
- Advertise businesses not on the same lot.
- Sit on rooftops.
- Are obsolete or not maintained.

## Applying for a Sign Permit

1. Submit your application through Cloudpermit,
2. Include all required documents:
  - a. Site plan or property layout,
  - b. Sign drawings with dimensions, location, and installation details.
3. Pay the applicable non-refundable permit fee (minimum \$75.00),
4. Township staff will review your submission and may request revisions,
5. Once approved, you'll receive your permit and can proceed with installation.

Installing a sign without a permit may result in:

- Removal without notice.
- Fines or charges under the Provincial offences Act.
- Double permit fees if installed retroactively.



All sign permits must be submitted through Cloudpermit. For help, visit [www.uxbridge.ca/signs](http://www.uxbridge.ca/signs) or contact By-law Services at 905-852-9181.



## Frequently Asked Questions

### **Q: Can I use portable or electronic signs?**

A: Portable signs are only allowed temporarily for special events (max 30 days). Flashing or electronic signs are not permitted in most areas, especially the Special Sign District.

### **Q: What happens if I don't comply?**

A: The Township may remove your sign without notice and charge removal/storage fees. Fines may be issued under the Provincial Offences Act.

## How to Apply for a Sign Exemption

1. Complete the Sign Exemption Application Form (available at [www.uxbridge.ca/signs](http://www.uxbridge.ca/signs)),
2. Submit supporting documents, including:
  - a. drawings, dimensions, and located details,
  - b. Written justification outlining why the exemption is being requested,
3. Pay the non-refundable \$200.00 administration fee,
4. Township staff will review the application and may request revisions or clarification,
5. All sign exemption requests must be approved by Council, regardless of location,
6. You will be notified in writing of Council's decision.

Please note:

- Submission of an exemption application does not guarantee approval.
- Signs installed without permission may be removed or fined under the Provincial Offences Act.

For forms, procedures, and assistance, visit [www.uxbridge.ca/signs](http://www.uxbridge.ca/signs) or contact By-law Services at 905-852-9181.