



**CITY OF LANGFORD**

**SIGN BYLAW NO. 1250**

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**CITY OF LANGFORD**  
**BYLAW NO. [REDACTED]**

**A Bylaw to Regulate the Number, Size, Type, Form, Appearance, and Location of Signs Within the City of Langford**

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**Authority**

Under Section 908 (Regulation of Signs) of the *Local Government Act* and subject to the *Highway Act* and section 135 of the *Motor Vehicle Act*, Council may by bylaw regulate the number, size, type, form, appearance and location of any signs, and such a bylaw may make different regulations for different zones established under a zoning bylaw, and may make different regulations for different classes of highways and portions of them. Under Section 8(4) of the *Community Charter*, Council may by bylaw regulate and impose requirements in relation to the erection, placing, alteration, maintenance, demolition and removal of a sign, sign board, advertisement, advertising device or structure, or any class of them.

**Intent of the Bylaw**

The purpose of these sign regulations is to encourage the effective use of signs as a means of communication; to encourage signs that are pleasing to the eye in terms of colour, size, design, location, and numbers; to minimize any possibility of signs being erected that could pose a hazard to life or property or be construed to be a traffic hazard; to minimize the adverse effect of signs on nearby public and private property; and to enable the fair and consistent enforcement of these sign regulations.

The Council of the City of Langford, in open meeting assembled, enacts as follows:

**1. Title**

This Bylaw may be cited for all purposes as "City of Langford Sign Bylaw No. 1250, 2008".

**2. Definitions**

Words and phrases used in this Bylaw shall have the meanings set forth in this section. Words and phrases not defined in this section, but defined in Zoning Bylaw No. 300 shall be given the meanings set forth in that Bylaw.

**Abandoned Sign** means a sign or sign support structure that directs attention to an activity, business, product, or service no longer conducted or available on the lot on which the sign is located or at the location stated on the sign.

**Animated Sign** means a Light Emitting Diode (LED) sign and includes an Electronic Variable Message Center that uses change of lighting, but does not include streaming video, rotation or other structural movement to depict action and must conform to Section 17.

[REDACTED]

**Banner** means a sign composed of lightweight material, including cloth, canvas or similar fabric, and includes flags, pennants, bunting, and streamers.

**Billboard** means a sign that directs attention to goods, products or services not sold or provided on the premises on which the sign is located, and includes:

1. Poster panels or bulletins, typically mounted on a building wall or freestanding structure with advertising copy in the form of pasted paper;
2. Multi-prisms providing alternating or sequential messages in a single display area; and
3. Bulletins in which the advertiser's message is painted directly on the background of a wall-mounted or freestanding display area.



**Directional Sign** means a sign such as a parking lot entrance or exit sign, giving directions, instructions, or facility information, which may contain the name, logo and establishment but no advertising copy.

**Directory Sign** means a sign consisting of only the names and locations of the occupants of a building or other premises and food and beverage menu board items.

**Electronic Variable Message Center** means an illuminated sign or part thereof which is computer controlled and which displays information to the public by way of prearranged or variable sequence of electronically generated letters, words, light patterns or shapes.

**Façade Sign** means a single-faced sign displayed on a building face with its display surface parallel to and not protruding any further than 15 cm from the building face, and includes signage applied directly onto a façade of a principal building or structure, and includes canopy signs, which means a sign that is part of or attached to an awning, canopy, or other fabric, plastic, or structural protective element installed over a window, door, entrance, outdoor service area, porte cochère or similar type of entrance way.

**Flag** means any fabric, banner, or bunting containing distinctive colours, patterns, or symbols, used as a symbol of a government, political subdivision, or other entity.

**Freestanding sign** means a sign that has its own structural support independent of a building or other structure.

**Graphics** means one or more written or pictorial representations.

**Hoarding** means semi-transparent material attached to temporary construction fencing for the purpose of marketing the commercial, residential, industrial, or institutional development.

**Illuminated Sign** means a sign with an internal light source or designed to reflect light from an external source intentionally directed at it.

**Mural** means a painted scene that does not advertise a business or product, painted upon any outside wall or other integral part of a building.

**Neon sign** means a sign that uses exposed neon tubing as the principal illumination method.

**Painted wall sign** means a sign that is painted upon any wall or any exterior integral part of a building.

**Political Sign** means a sign used to promote the election of a person or political party or a position in a plebiscite or referendum and shall only be permitted during elections and referendums.

**Portable Sign** means a sign that is not permanently affixed to a building or base and stands on the ground without any additional support, and that can be readily carried or transported.

**Projecting Sign** means a sign, other than a façade or canopy sign that is attached to, and projects from, a structure, a building face, or a wall in such a manner that it extends more than 15 cm beyond the surface of such structure, building or wall.

**Roof Sign** means a sign erected and constructed wholly or partially on and over the roof of a building, supported by the roof structure, and extending vertically above any portion of the roof.

**Sandwich Board Sign** means a sign that is not permanently affixed to a building or base and stands on the ground without any additional support, and that can be readily carried or transported and complies with all requirements of Section 15.

**Sign** means an identification, description, illustration, or device illuminated or non-illuminated, that is visible from any public street and that directs attention to a product, place, activity, person, institution, business, or solicitation, but does not include:

1. Displays of goods placed inside a window;
2. Gravestones or other markers placed for historical or memorial purposes;
3. Private celebratory or holiday decorations;
4. Murals; or
5. Traffic control devices.

**Sign Area** means the entire area of a sign on which graphics could be placed, including any frame or structural feature which forms an integral part of the display, but

1. In the case of a double face or a multi-face sign, only half of the total area of all sign faces shall be included in sign area calculation;
2. In the case of an irregularly shaped sign, the sign area shall be the area of the smallest rectangle within which all letters and other graphics would fit;
3. In the case of a free standing the sign area shall be the total area of all the faces used for the sign; and
4. The area of a neon sign shall be the area of the smallest rectangle within which all letters comprising the sign would fit, and other graphics and highlights are not to be included in the calculation of sign area.

**Sign Zone** means a zone established by s.6 of this Bylaw.

**Suspended Sign** means a sign that is suspended from the underside of a horizontal building surface.

**Temporary New Business Sign** means a sign that directs attention to the opening of a new business.

**Temporary Real Estate Sign** means a sign on a lot that directs attention to the fact that the lot, or the lot and buildings on the lot, are for sale, for rent, or open for viewing.



**Temporary Development Sign** means a sign on a lot that directs attention to the fact that the lot, or the lot and buildings on the lot, are for sale, for rent, open for viewing, general marketing and can include signage relating to the sites contractors and sub-contractors and the financial institutions providing funding and other professional advisors.

**Traffic Control Device** means a sign, stop sign, signal line, parking space, barrier, traffic control signal, traffic control flashing signal, or device placed or erected under the provisions of the *Motor Vehicle Act* or the City's Traffic and Parking Bylaw for the purpose of regulating and controlling vehicular and pedestrian traffic.

**Wall Sign** means a sign attached to any wall other than the supporting exterior wall of a principal building or structure on a property, including any retaining wall, freestanding wall, or wall enclosing the perimeter of a property.

**Window Sign** means a sign and/or paintings fixed to the interior or exterior of a window including a window in a door.

### 3. General Regulations

- a) No person shall erect, place, construct, or alter any sign without first obtaining the necessary permit, as provided under this Bylaw.
- b) No person shall maintain or allow any sign to remain on, or be affixed to, the lands or premises of which that person is the owner or occupier unless a permit in respect of the sign has been issued pursuant to this Bylaw.
- c) Notwithstanding Section 3(a) and 3(b), the following sign types do not require a permit:
  - i. temporary window signs located on the same premises as the business to which attention is being directed;
  - ii. "No Trespassing" signs that do not exceed a sign area of .4 m<sup>2</sup>;
  - iii. temporary real estate signs that do not exceed a sign area of 0.5 m<sup>2</sup> meet the requirements in Section 7, provided the sign is on the subject property;
  - iv. changes in sign copy on a sign structure which is the subject of a sign permit;

- v. political signs; or
  - vi. signs or notices exhibited by the authority of the Government of Canada, the Province of British Columbia or any municipal authority;
  - vii. road construction warning signs; or
  - viii. hoarding.
- d) Notwithstanding subsection 3(c), a sign may, subject to approval by permit as provided under this bylaw, be placed on premises that do not contain the business to which it directs attention, provided that the business is situated on a lot that does not abut a highway, the sign is placed on a lot that is adjacent to the lot on which the business is situated, and written approval of the owner of the lot on which the sign is to be placed is provided with the permit application.
  - e) Signs shall be located on the premises containing the business to which they direct attention.
  - f) Signs shall not be located on or project into, over or onto public property, with the exception of temporary new business signs complying with Section 7.
  - g) Signs projecting over a pedestrian area shall have a minimum clearance to the underside of the projection of 2.5m above the finished grade or sidewalk.
  - h) Signs projecting over an area used by vehicular traffic shall have a minimum clearance to the underside of the projection of 4.5m above the finished grade.
  - i) With the exception of the allowable building envelope, no sign shall be located, erected or lighted in such a manner as to interfere with the visibility of a traffic control device or to interfere with visibility at an access to or egress from a highway.
  - j) No sign shall be equipped with flashing, oscillating, or moving elements, lights or beacons except as permitted in Section 17, Animated Signs.
  - k) No façade sign shall project more than 15 cm from the building face or wall to which the sign is attached, with the exception of illuminated façade signs which may project up to .6m from the building face or wall to which the sign is attached.
  - l) No person shall affix any sign to a tree or utility pole;
  - m) No person shall affix any sign to a fence, with the exception of the following:
    - i. signs for home occupation uses complying with Section 13;
    - ii. "No Trespassing" signs and directional signs.
    - iii. signs affixed to fences enclosing outdoor sports fields; and
    - iv. temporary construction signs complying with Section 7.
  - n) Political signs shall:
    - i. be removed within seven (7) days following the election or referendum to which they pertain;

- ii. not be erected on public property or so as to interfere with pedestrian or traffic safety;
  - iii. only be permitted during elections or referendums;
- o) In addition to other permitted signs, [redacted] wall-mounted menu signs may be displayed on any premises containing a restaurant.

**4. Prohibited Signs**

- a) No person shall erect, construct, place, alter, or maintain any of the following signs on any [redacted] premises:
- i. abandoned signs;
  - ii. [redacted]  
[redacted] pennants, bunting, flags other than National, Provincial, [redacted] Municipal or professionally prepared corporate flags, balloons, or other inflatable devices, [redacted]  
[redacted]
  - v. billboards;
  - vi. wall signs, including signs painted onto or affixed to walls or structures other than the walls of a principal building or structure on a property
  - vii. portable signs except as permitted in Section 15;
  - viii. roof signs;
  - ix. wind activated devices designed to attract the attention of the public; and
  - x. signs displaying arrows to direct attention towards real estate.

**5. Sign Zones**

- a) For the purposes of this Bylaw, the area within the boundaries of the City is divided into [redacted] four zones as follows:
- i. sign Zone A comprising the zones designated by Zoning Bylaw No. 300 as Greenbelt Residential, Rural Residential and Residential;
  - ii. sign Zone B comprising the zones designated by Zoning Bylaw No. 300 as Multiple Residential;
  - iii. sign Zone C comprising the zones designated by Zoning Bylaw No. 300 as Greenbelt, Agricultural, Commercial, Industrial/Business Park, Industrial, Institutional and Comprehensive Development; and
  - iv. Sign Zone D comprising the Pedestrian Commercial Zone as noted in Appendix A.
- b) [redacted] A sign permit may be issued for the following sign types in their respective [redacted] [redacted] sign zones as follows:
- i. Sign Zone A (Greenbelt Residential, Rural Residential and Residential)
    - (1) home occupation signs

- ii. Sign Zone B (Multiple Residential)
  - (1) freestanding signs to identify the building
  - (2) home occupation signs
- iii. Sign Zone C (Greenbelt, Agricultural, Commercial, Industrial/Business Park, Industrial, Institutional and Comprehensive Development)
  - (1) canopy signs
  - (2) façade signs
  - (3) freestanding signs
  - (4) projecting signs
  - (5) suspended signs
  - (6) home occupation signs
  - (7) banner signs
  - (8) animated signs
- iv. Sign Zone D (Pedestrian Oriented Commercial) as shown in Appendix A.
  - (1) canopy signs
  - (2) façade signs
  - (3) freestanding signs
  - (4) projecting signs
  - (5) suspended signs
  - (6) banner signs
  - (7) animated signs
- c) A sign permit may be issued for: [REDACTED]
  - i. temporary construction signs;
  - ii. temporary real estate signs;
  - iii. directory signs;
  - iv. political signs;
  - v. window signs;
  - vi. municipal signs;
  - vii. "No Trespassing" signs;
  - viii. temporary new business signs; and
  - ix. directional signs.

**6. Illumination of Signs**

- a) Lighting for illuminated signs shall be downcast or shielded [REDACTED] to minimize reflective impact on the night sky by being ground oriented.
- b) Lighting for illuminated signs shall not shine directly onto neighbouring premises or into the direction of oncoming traffic.

- i. facade signs;
- ii. freestanding signs;
- iii. canopy signs;
- iv. projecting signs;
- v. suspended signs; and
- vi. window signs.

- d) Neon signs are permitted in all commercial areas.
- e) A neon sign shall have a maximum sign area of 50 per cent of the area of the wall to which that it is affixed or 10 m<sup>2</sup>, whichever is less.
- f) Concealed, unexposed neon is a permitted illumination method on any illuminated sign.
- g) Home Occupation Signs can not be internally illuminated or be composed of neon.

7. Temporary Signs

- a) The applicant must obtain a Bylaw No. 33 permit and highway encroachment agreement for any sign placed on a highway.
- a) Temporary new business signs shall:
  - i. shall not be of a sign type that is not permitted by this Bylaw;
  - ii. not exceed a height of 3m;
  - iii. not exceed a sign area of 1.9m<sup>2</sup>;
  - iv. not be located within 50m of the a residential lot;
  - v. shall not remain in place for more than 60 days, unless the sign permit is renewed for a second 60-day period, for which the applicant shall pay the fee specified in Schedule E to Bylaw No. 209; and
  - vi. shall be removed by the owner of the sign, upon expiry of the permit.

~~b) The applicant must obtain a Bylaw No. 33 permit and highway encroachment agreement for any sign placed on a highway.~~

~~b) Sign erection within the boulevard or shoulder must be performed by the road maintenance contractor of the Municipality. The cost of the sign shall be borne by the applicant and be paid in full prior to the erection of the sign. City right of way must be performed by a municipal contractor with all costs of the erection paid in full by the applicant prior to the erection.~~

- d) Temporary Real Estate signs shall not exceed a sign area of 1m<sup>2</sup> per side.
- e) Temporary Development real estate signs shall:
  - i. not exceed an area of 6m<sup>2</sup> (64ft<sup>2</sup>) per road frontage for lots less than or equal to 743m<sup>2</sup> (8,000ft<sup>2</sup>);
  - ii. not exceed an area of 12m<sup>2</sup> (128ft<sup>2</sup>) per road frontage for lots greater than 743m<sup>2</sup> (8,000ft<sup>2</sup>) and less than or equal to 1,486m<sup>2</sup> (16,000ft<sup>2</sup>);

- iii. not exceed an area of 18m<sup>2</sup> (192ft<sup>2</sup>) per road frontage for lots greater than 1,486m<sup>2</sup> (16,000ft<sup>2</sup>);

(Hoarding is considered separate from the areas noted in Sections e) i.- iii. and does not require a permit.)

- iv. not exceed one for each exterior lot line of the lot to which the sign pertains, except for signs displaying the message "Open House";
- v. not exceed a sign area of 0.5m<sup>2</sup> on lots in Sign Zone A and on lots in Sign Zone C that are zoned Greenbelt or Agricultural;
- vi. not exceed a sign area of 3m<sup>2</sup> on lots in Sign Zone B and Sign Zone C with the exception of properties zoned Greenbelt or Agricultural;
- vii. have a maximum of two sides displaying copy;
- viii. be removed within 30 days of completion of the real estate transaction to which they pertain;
- ix. only be displayed between the hours of 10:00am and 6:00pm if displaying the message "Open House".

**d) Temporary construction signs shall:**

- i. not exceed one sign per contractor, or one sign for each exterior lot line of the lot to which the sign pertains, whichever is the greater number;
- ii. not exceed a sign area of 3m<sup>2</sup>, or in the case of a single freestanding sign, a sign area of 6m<sup>2</sup>;
- iii. only be erected in conjunction with a building permit for the project to which the sign pertains;
- iv. be removed within 30 days of the issuance of the occupancy permit for the project to which the sign pertains;

- g) If the owner does not remove a temporary sign from public property when the permit expires, the Municipality may remove the sign at the owner's expense and retain any refundable portion of the fee prescribed by Schedule E to Bylaw No. 209.
- h) If any sign removed by the Municipality under this Bylaw is not claimed by the owner within 14 days of removal, the sign shall become the property of the Municipality.

**e) Canopy Signs**

**a) A canopy sign shall:**

- i. not extend horizontally or vertically beyond the limits of the canopy to which it is attached or of which it forms a part; and
- ii. have a maximum sign area of 50 per cent of the face of the canopy to which it is attached or of which it forms a part;

- b) One canopy sign only is permitted per elevation of the building containing the business to which the sign pertains, and for certainty a façade sign and a canopy sign directing attention to the same business may both be installed on the same building elevation.

**9. Directional Signs**

- a) A directional sign shall:
  - i. be located in a parking lot or parking area where necessary to direct the public;
  - ii. not exceed 3 m in height if a freestanding sign; and
  - iii. not exceed 1 m<sup>2</sup> in sign area, with the exception that directional signs for emergency services may be increased to a maximum area of 9.5 m<sup>2</sup>.
  - iv. road construction signs are included and do not require a permit.

**10. Directory Signs**

- a) A directory sign shall:
  - i. not exceed a sign area of 2 m<sup>2</sup>;
  - ii. be erected on, and parallel to, the face of a building or structure; and
  - iii. indicate the name and location of each occupant of the premises to which it pertains and also includes signage pertaining to food and menu items.
- b) One directory sign only is permitted in respect of each separate highway frontage of the premises to which it pertains.

**11. Façade Signs**

- a) Façade signs shall:
  - i. not exceed a sign area of 25m<sup>2</sup> (269ft<sup>2</sup>) or 17 percent of the area of the façade of the building, whichever is less, except that for a business with a gross floor area of more than 3 716 m<sup>2</sup> (40 000 ft<sup>2</sup>) a façade sign may exceed 25m<sup>2</sup>, but shall not exceed 17per cent of the area of the façade of the building to which it is attached. **(Bylaw No. 967)**
  - ii. [REDACTED]
  - iii. canopy signs are included in the total allowable façade sign area;
  - iv. only be placed on those building façades facing a street or internal access route, and for this purpose a building façade is deemed to face a street or access route if the angle formed by the façade and the street or access route is 45 degrees or less;
  - v. not be located less than 2.5 m above the finished grade or sidewalk immediately adjacent to the building, whichever is higher, in the case of a sign displayed on a building of two storeys or higher; **(Bylaw No. 967)**
  - vi. not extend horizontally beyond the wall or roofline of the building to which it is attached;
  - vii. not be erected on any part of the roof of the building to which it is attached; and

## 12. Freestanding Signs

- a) A freestanding sign shall:
- i. be limited to one per highway frontage of any lot;
  - ii. have no more than two sides displaying copy;
  - iii. in Sign Zone D (Pedestrian Oriented Commercial – Schedule C), the maximum height is 3.5m, and the maximum sign area is 4.5m<sup>2</sup> per side;
  - iv. be restricted to business premises having a street frontage of at least 10 m;
  - v. have a maximum height of 7m above the finished grade of the sidewalk, or where there is no sidewalk, the street grade;
  - vi. have a maximum sign area of 9m<sup>2</sup> per side in the case of business premises with a gross floor area less than or equal to 31250 m<sup>2</sup>;
  - vii. have a maximum sign area of 12m<sup>2</sup> per side in the case of business premises with a gross floor area greater than 31250 m<sup>2</sup> on a single lot, in a single strata plan or in a single building;
  - viii. have a maximum sign area of 3m<sup>2</sup> and a maximum height of 1.5 m from grade, in the case of multifamily residential buildings, schools and churches.

## 13. Home Occupation Signs

- a) Home occupation signs
- i. are permitted in conjunction with a home occupation use permitted by Zoning Bylaw No. 300 subject to Section 3.09 of that Bylaw;
  - ii. shall be limited to one sign per home;
  - iii. shall have a maximum sign area of 0.2 m<sup>2</sup> (2 ft<sup>2</sup>) per side;
  - iv. shall have a maximum height of 2 m above the finished grade; and
  - v. shall be one of the following sign types:
    1. façade sign, attached to the dwelling or accessory building containing the home occupation use or to a fence enclosing the lot;
    2. window sign; or
    3. freestanding sign.

## 14. Projecting and Suspended Signs

- a) Projecting signs and suspended signs shall:
- i. be two-sided, with sign copy on both sides;
  - ii. have a three-dimensional copy surface, for example be carved, routed, built-up, sculptured or lettered in character;
  - iii. have a maximum sign area of 2 m<sup>2</sup>
  - iv. be attached to the first storey of a building; and
  - v. be located at the principal entrance to the premises to which it directs attention.

**15. Sandwich Board Signs (Bylaw No. 967)**

- a) Sandwich Board signs shall:
- i. not exceed one (1) per business premises;
  - ii. have maximum dimensions of .6 m (2 ft) by .9 m (3 ft);
  - iii. have a maximum area of .56 m<sup>2</sup> (6 ft<sup>2</sup>);
  - iv. not be placed on municipal boulevard or highway [REDACTED] except as authorized by a Bylaw 33 permit;
  - v. only be placed on the same lot or site as the business to which they direct attention;
  - vi. not be located or erected in such a manner as to interfere with pedestrian walkways or access to businesses or parking areas; a minimum clearance of 1.5m [REDACTED] is required;
  - vii. be placed at ground level; and
  - viii. only be displayed during operating hours of the business to which they direct attention.
- b) Permit applications for sandwich board signs must indicate on a site plan the location in which the sign will be displayed.
- c) Sandwich board signs placed on municipal boulevards or highways contrary to this Bylaw, or without permit, may be removed by the City. Impounded signs will be held for a period of 30 days, at which time they will become the property of the City unless returned to their owner upon payment of the impound fee specified in Schedule "B".

[REDACTED]

[REDACTED]

**17. Animated Signs**

- a) No Electronic Variable Message Center sign area shall exceed 3 m<sup>2</sup> (32 sq ft) per side;
- b) The allowable area of an Electronic Variable Message Centre shall be 15% of the road frontage measured in metric. i.e. 20 m (64 lineal feet) of road frontage will equal to 3 m<sup>2</sup> (32 ft) of message centre per side;
- c) All message centers must be three colour RGB (RED GREEN BLUE);
- d) No message centre will be allowed streaming video, however, static images are allowed in 5 sec intervals.

**18. Banners**

- a) Wall mounted banners are only permitted up to a 60 day period for new businesses;
- b) Projecting banner signs are permitted providing the area does not exceed 1m<sup>2</sup> per side, the minimum height from grade is 2.5m, and the banner must be affixed to a frame at all four corners.

**19. Sign Design standards**

- a) Signs shall be designed and fabricated in compliance and professionally prepared by an individual or enterprise licensed to conduct such a business.
- b) Signs shall comply with the design standards for signage found in the section of the Official Community Plan that pertains to the development permit area in which they are placed.

**20. Sign Construction Standards**

- a) All signage shall comply with the requirements of the BC Building Code;
- ~~b) No sign shall be attached to, or hung from, any building wall, roof, and roof attachments if the sign have been approved by the building inspector.~~
- c) Signs shall be securely attached to the ground or building surface upon which they are placed.
- d) Signs shall not be painted directly onto the surface of a building.
- ~~e) Where a sign is attached to a building, the portion of the building to which such sign is attached shall be structurally sound and shall be structurally adequate to support all additional loads, which include the weight of the sign and any wind loads imposed by the sign, shall be designed and constructed in such a way that those members are not over-stressed.~~
- f) No sign shall be suspended by a device that will allow the sign to swing due to wind action, with the exception of signs warning drivers of over height vehicles.
- g) Signs shall be anchored to prevent any lateral movement that could cause wear on supporting members or connections.
- h) All signs together with their supporting structures and any related electrical equipment shall be kept fully operable, in good repair, and maintained in a safe, neat, clean, and attractive condition.
- i) Where the Building Inspector deems it necessary, the design and construction of a sign shall be certified by a professional engineer.

## 21. Application for Sign Permit

- a) Any person wishing to construct, alter, or relocate a sign for which this Bylaw requires a permit shall make an application to the City Planner in the form of Schedule A, unless the construction, alteration or relocation of the sign has been authorized by the issuance of a development permit.
- b) An application must include:
  - i. the civic address of the lot, premises, building or structure on which the sign is to be placed, erected or altered;
  - ii. the written authorization of the owner of the land;
  - iii. a statement of the number and type of signs that are already affixed or placed on the lot or premises;
  - iv. four copies of a scaled drawing for each side of the sign, giving all dimensions and areas and showing colours and materials used; and
  - v. four copies of a drawing showing the position of the proposed sign as it will appear attached to the building or structure and showing the method of attachment, or in the case of a freestanding sign, the location of the sign on the land and the method of installation
- c) Every applicant for a sign permit shall pay to the Municipality, at the time of application, a fee based on the type of sign listed in Schedule E to Bylaw No. 209.
- d) No person shall proceed with the placing, erection, or altering of any sign until the permit has been issued. In the event that any sign is placed, erected or altered without a permit having previously been obtained, the fee for the permit shall be double the amount which would have been payable had the permit been obtained before commencement of the work.
- e) The City Planner can authorize a variance up to 25% of a quantitative Sign Bylaw regulation (i.e. area, height, etc.) if applied for in a Development Permit and such that the proposal is in accordance with the Development Permit Area Design Guidelines.

## 22. Penalties

Every person who contravenes this Bylaw by doing any act that it forbids, or omitting to do any act it requires to be done is guilty of an offence and shall upon conviction be liable to the penalties prescribed in the *Offence Act*.

## 23. Severability

If any section, subsection, sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

**24. Repeal**

City of Langford Sign Bylaw No. 700 is repealed.

READ a first time this <sup>th</sup> day of, 2008.

READ a second time this <sup>th</sup> day of, 2008.

READ a third time this <sup>th</sup> day of, 2008.

ADOPTED this <sup>th</sup> day of, 2008.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk-Administrator

**Schedule A – Application Form**



**CITY OF LANGFORD  
APPLICATION FOR SIGN PERMIT**

Subject Property	
Legal Description	
Registered Property Owner and Mailing Address ..... ..... .....	Home Phone
	Work Phone
	Cell/Pager
	Fax
Applicant or Authorized Agent and Mailing Address ..... ..... .....	Home Phone
	Work Phone
	Cell/Pager
	Fax
Nature of Business for which sign is required .....	
Number of Signs in this Application	
Description of Proposal (if space inadequate submit separate page) ..... .....	
I/We hereby declare that the information contained herein is, to the best of my/our knowledge, factual and correct.	
Signature of Owner/Agent _____	Date _____
<b><u>Important</u></b>	
1. If agent is handling application, please supply written authorization from registered property owner. 2. Attach additional pages, if necessary.	
<b><u>Attachment(s) to Application for Permit</u></b>	
The application form must be supported by the following documents. Please go through the list with a Planner if you require explanation.	
1. Four (4) copies of a site plan (11" x 17") showing the location of any proposed freestanding signs AND all existing buildings, structures, streets, lanes, driveways, and parking and loading areas, and watercourses within 30 m of the subject property. Please note: A site plan is not necessarily required for signage affixed to existing buildings, but may be requested if the exact location of that signage cannot be clearly indicated by elevational drawings or photographic imagery;	
2. A schedule detailing the gross floor space of the business for which the sign is required; and either	
3. Four (4) copies of architectural plans for any proposed signage, including full elevations and details on materials, finish, and colour; OR	
4. Four (4) copies of digital or photographic prints (colour or reproducible black & white) which clearly indicates the location and relative size of signage in relation to the building on which it is to be placed on or near, and only in conjunction with a dimensioned drawing of all proposed signage.	
<b><u>For Office Use Only</u></b>	
Date received _____	Plans submitted <input type="checkbox"/> Yes <input type="checkbox"/> No
Fee paid \$ _____	Application complete <input type="checkbox"/> Yes <input type="checkbox"/> No
	Application checked by _____
	Applicant notified within 5 days <input type="checkbox"/> Yes <input type="checkbox"/> No
The information on this form is collected under the authority of the <i>Local Government Act</i> . The information provided will be used to process your application. If you have any questions about the collection and use of this information, please contact the City of Langford Planning Department, Second Floor, 877 Goldstream Avenue, Victoria, BC, V9B 2X8, phone 474-6919, fax 391-3436, or email <a href="mailto:planning@district.langford.bc.ca">planning@district.langford.bc.ca</a> .	

**Schedule B – Fee Schedule**

<b>Sign Type</b>		<b>Fee (Base Fee is \$100)</b>
<b>Type</b>	Canopy	Base fee + \$50 per sign
	Directional	Base fee + \$50 per sign
	Directory	Base fee + \$50 per sign
	Fascia	Base fee + \$50 per sign
	Freestanding	Base fee + \$50 per sign
	Home Occupation	\$25
	Municipal	\$0
	Neon	Base fee + \$50 per sign
	No Trespassing	\$0
	Political	\$0
	██████████	██████████
	Projecting and Suspended	Base fee + \$50 per sign
	Sandwich Board Sign	\$75 per sign
	Temporary Construction	Base fee + \$50 per sign
	Temporary New Business	Base fee + \$50 per sign
	Temporary Real Estate	Base fee + \$50 per sign
Window	Base fee + \$50 per sign	
<b>Alteration of Existing Sign</b>	Any combination of two or more signs or sign types (excluding home occupation, no trespassing, and political signs)	Base fee + \$50 per sign
<b>Penalty</b>	Does not include changing a tenant sign face in an existing sign structure or freestanding sign that is the subject of an approved sign development permit, as this change does not require a permit.	Base fee
	Installation Without SDP Application	Double Applicable Fees
	Installation Prior to Permit Issuance	Double Applicable Fees
	Sandwich Board Sign without permit (impound fee)	\$50.00