

Authority: East Community Council Report No. 6, Clause No. 7,  
as adopted by City of Toronto Council on May 30, 31 and June 1, 2001  
Enacted by Council: June 1, 2001

## **CITY OF TORONTO**

### **BY-LAW No. 400-2001**

**To amend former City of Scarborough Sign By-law No. 22980 to delete the annual cap on permits for billboard type signs and the tender process, and to provide a new permit allocation process.**

The Council of the City of Toronto HEREBY ENACTS as follows:

1. Former City of Scarborough By-law No. 22980, being “A By-law to prohibit and regulate signs” is amended as follows:
  - A. By deleting Sentence 2.4.2(2)(a) of Schedule “A” and substituting the following:
    - (a) The maximum number of all poster panel, billboards, painted bulletin, postern and spectacular sign faces in the Municipality shall not exceed the official population of the Municipality divided by 1500.
      - (a.1) Applications for permits for the signs subject to the numerical limitation in Sentence 2.4.2(2)(a) shall be processed as set out in Schedule “E”.
      - (a.2) If an application for a sign permit is processed under Schedule “E” and a permit is issued, the permit shall automatically terminate on a day that is six months after the date of issuance of the permit, as specified on the permit, if the complete sign has not been erected before that day.
  - B. By adding the following Schedule:

#### **SCHEDULE “E”**

##### **TO BY-LAW No. 22980**

#### **PROCESSING OF APPLICATIONS FOR PERMITS FOR NON-ACCESSORY SIGNS SUBJECT TO SENTENCE 2.4.2(2)(a) of Schedule “A”**

1. PUBLIC NOTIFICATION OF NEW SIGN PERMIT APPLICATIONS
  - 1.1 Once each year the Commissioner of Urban Development Services shall determine if any new sign permits may be issued in compliance with the numerical limitation in Sentence 2.4.2(2)(a) of Schedule “A”.
  - 1.2 If the Commissioner determines that new sign permits may be issued, the Commissioner shall cause a notice indicating that permit applications for these signs will be accepted on a first-come, first-served basis as of a specific date, as

determined by the Commissioner, to be published in a newspaper having general circulation in the Municipality.

## 2. PROCESSING OF APPLICATIONS

- 2.1 Applications received on or after the date specified in the notice shall be accepted on a first-come, first-served basis, except that the total number of applications accepted by the Commissioner for review shall not exceed twice the permitted increase as determined by the Commissioner under Section 1 of this schedule.
- 2.2 Applications will not be accepted from applicants having outstanding annual fees.
- 2.3 Applications shall be reviewed in the order they were received as established by the date and time stamped on the application.
- 2.4 A separate application is required for each proposed sign.
- 2.5 Incomplete applications and applications that do not comply with this by-law shall be rejected.
- 2.6 Despite any fee required under Schedule “B”, if an application is rejected or withdrawn, the applicant may apply for a refund of the application fee minus administrative fees and any expenses incurred in reviewing the application as follows:
  - (1) 75% if application is rejected or withdrawn prior to the review of the application and 50% if rejected or withdrawn after review but prior to permit issuance.
  - (2) 40% if permit has been issued and application is withdrawn minus \$80.00 for each field inspection performed up to the withdrawal date.
  - (3) If the fee paid is less than the total required fee, the amount of the refund shall be reduced by the amount owing.
  - (4) If the amount of fees refundable is less than the minimum permit fee, there shall be no refund.
  - (5) The refund shall be made to the permit holder or, if a permit has not yet been issued, to the applicant.
- 2.7 If an application is rejected or withdrawn, any revised application shall be treated as a new application for the purposes of Subsection 2.1 of this schedule.
- 2.8 Inactive permits will be cancelled unless an application to extend is submitted within six months from the date of issuance.
- 2.9 If a permit has terminated under Sentence 2.4.2(2)(a.2) of Schedule “A”, a new application is required for the proposed sign.

2.10 Permits are non-transferable.

2.11 No waiting list shall be established.

ENACTED AND PASSED this 1st day of June, A.D. 2001.

CASE OOTES,  
Deputy Mayor

JEFFREY A. ABRAMS,  
Acting City Clerk

(Corporate Seal)