



**ESSEX COUNTY HIGHWAYS
BEST MANAGEMENT PRACTICE MANUAL**

CHAPTER: Signs	Procedure No. ECH-R05-06	Page Number 1 of 3
SECTION: Temporary Signs	EFFECTIVE DATE:	

1.0 PURPOSE

To control the installation of temporary signs along County Roads.

2.0 REFERENCE

2.1 Ontario Ministry of Transportation Corridor Signing Policy, 2010

3.0 DEFINITIONS

3.1 *Sign*

Any sign, notice, advertising device, or any part thereof containing either words or symbols, and shall include any device that is used solely to attract attention.

3.2 *Temporary Sign*

Any sign or notice of a temporary nature that does not exceed the maximum design specifications identified in this policy.

4.0 POLICY

4.1 Eligible Temporary Signs

4.1.1 All temporary signs must be approved by the County of Essex prior to their installation, with the exception of election signs.

4.1.2 Temporary signs include:

- Agricultural society signs
- Plowmen's associated signs
- Plowing match
- Exhibition and fall fair signs
- Signs of recognized service clubs and religious charitable organizations
- Signs advertising a particular event of other recognized organizations
- Private auction sale signs – Commercial auction sale signs are prohibited as “temporary signs”.
- Election signs



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5.0 PROTOCOL

5.1 Design Specifications

5.1.1 The dimensions of a temporary sign must not exceed 3.7 square metres (40 square feet) in size.

5.2 Location

5.2.1 A temporary sign cannot be placed in the following locations:

- Adjacent to a divided County Road;
- Within the right-of-way (except election signs). Election signs may be placed on the right-of-way, but not closer to the road than the outer limit of the shoulder;
- Within 91 metres (300 feet) of an intersecting road;
- Within 46 metres (150 feet) of a built-up area.

5.2.1 A temporary sign cannot be installed in a manner that obstructs any official signs or safety devices.

5.2.2 A temporary sign cannot be affixed to any permanent or official County Road sign support, guide rail, or any other County Road structure.

5.2.3 The County will accept a maximum of one (1) sign facing each direction of travel on any 2 km of County Road within 8 km of the site of the event advertised.

5.3 Timeframe

5.3.1 A temporary sign must be removed within 3 days of the expiry date of the Letter of Approval. Election signs must be removed 1 day after the election.

5.3.2 A temporary sign may be installed for a maximum of four (4) weeks.



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5.4 Costs

- 5.4.1 The County is not responsible for any costs whatsoever associated with Community Advertising Signs, including but not limited to the manufacturing, installation, and maintenance.
- 5.4.2 The Owner/Applicant must submit the Sign Permit Application form to the County of Essex at least two (2) weeks prior to the effective date proposed on the permit application.
- 5.4.3 The County of Essex may charge a fee for each Sign Permit Application in the amount of *one hundred and fifty dollars* (\$150).

7.8 Letter Of Approval May Be Withdrawn If Sign Placed In Contravention Of Instructions

A Letter of Approval for temporary signs may be cancelled if the person or organization to whom the approval was issued, or an agent thereof, places a sign(s) in a manner that is contrary to the conditions approved by the Ministry.

7.9 If Event Advertised Is Postponed Expiry Date May Be Extended

If an event advertised by means of temporary signs has been postponed due to rain or other reasons, the date of expiry of the original approval may be extended by the Delegated Authority. The holder of the Letter of Approval must notify the Delegated Authority of the postponement of the event and of the new date on which it is expected the event will be held.

7.10 Election Signs

An election sign must not be placed upon or adjacent to the right-of-way of a Class 1 Freeway or Class 2 Staged Freeway.

Election signs may be erected on the right-of-way or adjacent to a Class 2 undivided Staged Freeway, a Class 3 Special Controlled Access highway, a Class 4 Major highway or Class 5 Minor highway after an official election has been called.

Signs up to 0.7 m² (8 sq. ft.) in size must be placed a minimum of 4m (12 ft.) from edge of pavement. Signs over 0.7 m² (8 sq. ft.) and up to 3.7 m² (40 sq. ft.) must be placed at the outer limit of the highway right-of-way.

Election signs may be placed on the right-of-way of a highway other than a Class 1 Freeway and Class 2 divided Staged Freeway, but must be placed at least 4m (12 ft.) from edge of pavement.

An election sign must not be affixed to a permanent or an official sign or to the guide rail or other highway structure or facility and must not be placed where it may interfere with visibility, an official sign, traffic signal, or other safety device.

Portable read-o-graph sign trailers are prohibited on the right-of-way of a highway. Such read-o-graph sign trailers may be utilized providing they are erected on private property and meet the requirements of the Ministry for portable read-o-graph signing.

Permits or Letters of Approval for any election signs erected under this policy are not required.

Candidate committees, or workers shall be allowed three (3) working days after election day in order to remove candidate advertising (election signs) from the Ministry right-of-way and adjacent properties.

Signs not retrieved by this time will be picked up by the Ministry patrol forces and stored in a safe place (patrol yard, etc.,) for a period of two weeks. After this time they will be disposed of.

7.11 Canadian Forces Convoy Route Markers

Route markers in the form of tack signs, approximately 36 cm. by 25 cm. (14 in. by 10 in.) will be permitted affixed to trees, posts and Ministry Official Signs.

These markers may be placed one day before the convoy is to pass and should be removed within one day after the convoy has passed. The markers shall be erected and removed by military personnel.

The Canadian Forces shall notify the Ministry of their intention to erect convoy markers and the location of these markers prior to their actual installation.

7.12 Snowmobile Crossing Sign

This sign shall be used to warn motorists of the location of a snowmobile crossing where there is a large volume of snowmobiles crossing a highway from an organized trail. Only approved organized snowmobile trail crossings will be signed. Visibility at the crossing must meet the requirements for a commercial entrance.

Snowmobile clubs are to submit their request on an annual basis to the Delegated Authority for consideration.

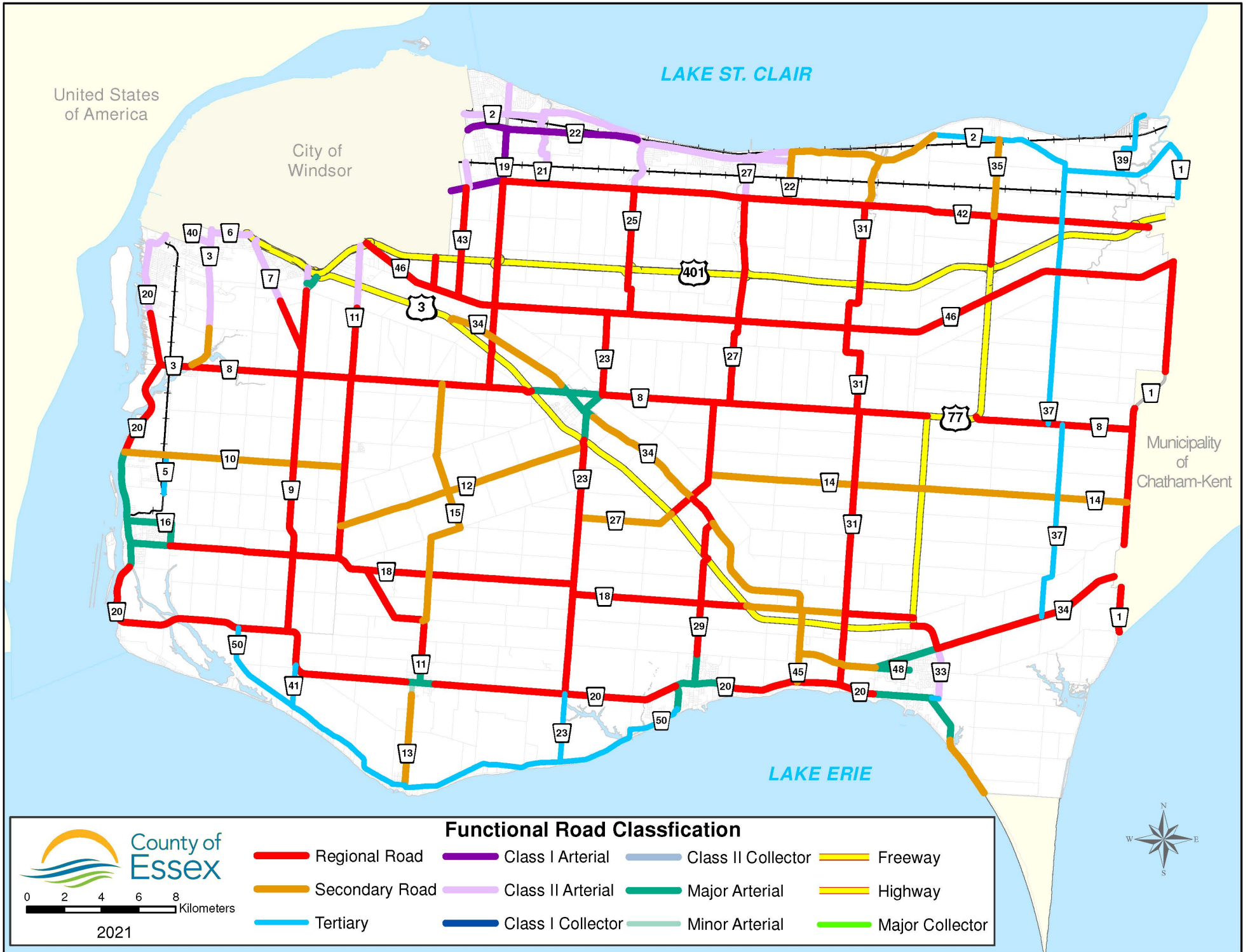
The sign shall be erected prior to November 1st and shall be removed during the month of April. The sign shall be located approximately 150 m in advance of the crossing.

The complete cost of manufacturing, erection and removal of this sign will be the Ministry responsibility.

7.13 Development/Real Estate/Construction Signs

Development/Real Estate/Construction Signs adjacent to all Highways are subject to the following requirements:

- a) A development/real estate/construction sign which does not exceed 3.0 m² (32 sq. ft.) shall require a letter of approval.
- b) A development/real estate/construction sign which exceeds 3.0 m² (32 sq. ft.) but does not exceed the maximum of 46 m² (500 sq. ft.) shall require a permit.
- c) Signs shall be set back a minimum distance of 3 m (10 ft.) behind the property line.




United States of America

City of Windsor

Municipality of Chatham-Kent

LAKE ST. CLAIR

LAKE ERIE















County of Essex

0 2 4 6 8 Kilometers

2021

Functional Road Classification

-  Regional Road
-  Class I Arterial
-  Class II Collector
-  Freeway
-  Secondary Road
-  Class II Arterial
-  Major Arterial
-  Highway
-  Tertiary
-  Class I Collector
-  Minor Arterial
-  Major Collector

