



Engineering Services Department Policy Community Festival/Event Promotional Temporary Signage

A Road Occupancy Permit is required from the Municipality to place any sign in the Municipal right-of-way.

Eligible Groups include all recognized community organizations that are not-for-profit; are based in the Municipality of Clarington; and provide programs and/or services to the residents of the Municipality of Clarington, or are part of municipally endorsed initiatives. Examples of eligible groups are: tourism partner organizations, BIAs, recreation groups, community centres, Clarington Older Adults Association, etc.

Ineligible Groups include events that have invited clientele/guests or pre-purchase ticket access only, such as weddings and concerts.

Eligible Events are community-based/drive activities to provide a broad base of community involvement and enrichment. A community festival/special event is defined as an event serving a public purpose and sponsored by a civic Municipal tourism partner, non-profit organization, or a specific religious nature. This includes, but is not limited to, fairs, festivals, bicycle events, marathons, walkathons, rodeos and charitable fund-raising events, but does **not** include political events.

1.0 Sign Criteria

1.1 Maximum Number of Signs on Local Roads allowed is limited to 100 signs per event (18" x 24").

1.2 Placement – Signs placed within the municipal road allowance require a *Road Occupancy Permit*. There is no charge for this permit. Applicants must contact Engineering Services Department directly for information and the appropriate application.

Additionally, a sign approved for placement may not:

- Be closer than one (1.0) metre from the curb of a municipal road, or where there is no curb;
- Be within two (2.0) metres of the travelled portion of the roadway;
- Be in a location where it may prevent the driver of a vehicle from having a clear and unobstructed view of official signs and approaching or merging traffic (see visibility triangle measurement);

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- Impede or obstruct pedestrian traffic;
- Be located on any highway appurtenance, including, but not limited to, bridges, traffic control devices, official signs, sign supports, light standards, poles and delineators;
- Exceed 0.55 m² in size if placed on the roadside to inform the traveling public of an upcoming community festival/special event;
- Exceed a height of 1.2 m above the surface of the curb or shoulder on boulevard as the case may be, or be greater than .8m in width;
- Be more than 50 signs per urban area (i.e. Bowmanville, Courtice, Newcastle and Orono); and, no more than 4 signs per intersection;
- Be installed no sooner than 30 days prior to the advertised event and must be removed no later than 3 days following the advertised event;
- Be affixed to any tree or other natural feature, building or other permanent structure;
- Imitate or resemble any official traffic sign, signal or device.

1.3 Sign Material— A sign approved for placement under this section should be constructed of heavy cardboard, plastic, fabric mesh or plywood no thicker than 1/4 inch.

1.4 Sign Content— A community festival/special event sign cannot contain commercial advertising but may identify the event's sponsor(s) name and logo. The sponsor name and logo should be less prominent than the event information (date, time, location)

1.5 Locations for approved Community Festival/Special Event signage will be available on a first-come, first-served basis. Placement and removal of signs in the agreed locations is the responsibility of the Applicant.

2.0 Road Jurisdiction

2.1 A road occupancy permit must be obtained from the Region of Durham for all signs placed on Regional roads.