



PUBLIC WORKS DEPARTMENT

COMMERCIAL IDENTIFICATION SIGNS

Policy

The County of Lanark Public Works Department will supply, erect and maintain commercial identification signs on the County road allowance. No other commercial signs will be permitted on the road allowance. The County Public Works Department will install the signs within ninety (90) days of the receipt of payment for manufacturing and installation costs.

The identification sign will include the name under which the enterprise carries out business, the distance in kilometers (km) from the sign location to the establishment entrance, and a directional arrow. Signs should be directional in nature rather than an advertising device. The wording and location shall be subject to the approval of the County Public Works Department.

For this service, the commercial establishment shall pay the initial cost of the sign and shall pay an annual maintenance fee prior to June 1st each year, or the sign will be removed. Please refer to the “Price Schedule” which follows for particulars.

Commercial identification signs located on the same sign post will be placed in order of the location of the business along the road, with the closest business to the sign located at the top of the sign post.

Signs will be manufactured with a blue background and white lettering. Signs are 48 inches wide by 16 or 24 inches long, determined by the need of 1 – 3 lines for the business name and distance/directional information. Each line can accommodate approximately 12 characters; spaces are considered as characters. Signs are produced with upper and lower case letters. Distance and arrow are mandatory.

A County logo, which is white background with blue lettering and a red maple leaf, will be located at the top of each sign post.



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Price Schedule

Application Fee - \$25.00

PART “A” of the Commercial Identification Sign Application Form must be completed, signed and submitted with the required twenty five dollar application fee, to commence the site inspection and approval process. Application fees are Harmonized Sales Tax (HST) exempt.

Manufacturing and Installation Costs

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|-------------|---|-------|------------------|
| Type A Sign | One or Two lines of text, single sided sign | \$372 | (48 x 16 inches) |
| Type B Sign | One or Two lines of text, double sided sign | \$384 | |
| Type C Sign | Three lines of text, single sided sign | \$382 | (48 x 24 inches) |
| Type D Sign | Three lines of text, double sided sign | \$422 | |

All manufacturing and installation costs are subject to Harmonized Sales Tax (HST). The above prices include HST.

Annual Maintenance Fee - \$30/sign/year

All maintenance fees are due prior to June 1st each year. An invoice will be forwarded to your business, at the address indicated on your application form. It is the owner’s responsibility to advise the County if the ownership or address of the business changes at any time. Annual maintenance fees are subject to Harmonized Sales Tax (HST).

Signs that are removed due to non-payment of the annual maintenance fee are subject to reinstatement costs, which must be paid in full prior to the sign being reinstalled.

Owners are requested to advise the County if their business ceases to operate, at which time the County of Lanark will remove all Commercial Identification Signs relating to the business. Signs which are removed are available to the owners. Owners must pick the signs up at the County of Lanark Engineering Building at which time they will be requested to complete a form indicating their agreement not to place the sign(s) on or adjacent to County road allowance without the written approval of the Public Works Department.

All prices are subject to increase as approved by Lanark County Council.

All payments should be made payable to “County of Lanark”