



Highways and Public Works

—Transportation Maintenance Branch

POLICY NUMBER 3.1
Revised June 9, 2005

**INFORMATION SHEET FOR
YUKON VISITOR INFORMATION HIGHWAY SIGNS**

This Regulation Does Not Apply To Signs Located On Federal, First Nations, and Privately Held Lands.

Please Read the Following Instructions and Description of the Process Before Completing the Form:

1. To obtain a new permit under the Visitor Information Sign Regulation your business must provide visitor services, facilities or attractions located in the Yukon.
2. Applications may be found on the internet at <http://www.hpw.gov.yk.ca/trans/maintenance/permits.html>, picked up at your local Grader Station or at the Transportation Maintenance Branch located in Bldg. 275, 9029 Quartz Road, Whitehorse.
3. Complete the application, indicating which type(s) of sign display(s) you are applying for:
 - (a) *Billboards* \$25 application fee;
 - (b) *Frontage Signs (Single and or Double Sided)* \$25 application fee;
4. Read the attached Standard Conditions and Guidelines (*as per the Visitor Information Sign Regulation*) that will apply if your application is approved. If approved the permit is valid for three (3) years.
5. Contact the local Road Maintenance Foreman, during normal working hours and arrange for a joint site visit to establish appropriate locations for the sign structures..
6. At the site visit provide the local Road Foreman with the following:
 - (a) *Completed and signed Sign Permit application form;*
 - (b) *Copy of plans and specifications for the sign identifying the type, size, content and design of the sign and describing the type of structural supports for the sign;*
 - (c) *Copy of a valid business license or proof of registration under the Societies Act or other similar document for business;*
 - (d) *and a non-refundable application fee of \$25.00 (other governments exempt).*

All the above items are mandatory and the application process cannot start without them.

7. ***Please Note:*** The application may take up to 10 working days to be processed. The application requires the approval of the Director of the Transportation Maintenance Branch. The applicant will be notified upon approval.
8. The applicant will be notified upon approval and will be forwarded a copy of the application, the permit, and permit conditions. The applicant is responsible to comply with all the conditions of the permit.
9. For further Information including the "Appeal" process, refer to the Visitor Information Sign Regulation.

STANDARD CONDITIONS AND GUIDELINES FOR HIGHWAY SIGNS

As Per Visitor Information Sign Regulation

Key Points of Sign Condition Guidelines

Sign structures must be:

- Constructed of wood or metal posts.
- Placed in the ground at sufficient depths to prevent overturning of the structure.
- Appropriately anchored depending on local soil conditions.
- Free standing unless conditions warrant bracing, as approved by the local foreman.
- Designed to withstand local wind loads.
- Structurally sound.
- Permanent structure.
- Appropriately bolted to other sections of the structure and the sign face.
- Well maintained and in overall good condition.

Signs must meet the following conditions:

- Constructed of (3/4") 18.5 mm plywood. The surface is flat, smooth, dense, and free of knots and grain patterns.
- The plywood edges must be sealed and both the edges and back of the plywood sign painted white with two coats of exterior paint over a compatible primer.
- Sheeting material and paint must be applied so that it does not contain air pockets, holes, tears, scrapes, compressed cells or patches.
- Have minimum letter size of 15 cm (6").
- Clear and easy to read.

Conditions of Issuance:

1. Permits shall be issued in the name of the business, community or First Nation that is responsible for the sign.
2. A permit is issued or renewed for a period of up to three (3) years.
3. A permit holder shall:
 - (a) *ensure the billboard or frontage sign is well maintained and meets YTG Sign Condition Guidelines;*
 - (b) *install the sign within the time specified on the permit; and*
 - (c) *ensure that the information presented on the sign is accurate.*

Restrictions on Applying for a Permit:

1. Where one or more businesses provide a service, facility or attraction at the same location, these businesses shall apply for a single permit for a billboard sign or frontage sign.
2. Where a permit is issued in the name of more than one business, each business shall be jointly responsible and liable for the sign.
3. **Zones** may be identified for the purpose of controlling the installation of signs, including the following:
 - (a) *restricted zones, which may be located on any highway and in which no signs may be installed;*
 - (b) *controlled zones, which may be located on any highway more than five kilometers from the boundary of a community and in which no signs may be installed other than signs that refer to services, facilities or attractions located within the controlled zone;*
 - (c) *community zones, which may be located on any highway at the boundary of a community and up to five kilometers from this boundary; and*
 - (d) *highway frontage zones, which may be located on any highway and in which only frontage signs may be installed.*

- Existing billboard signage and frontage signage must meet the minimum font size, sign size, offsets and spacing identified in the new regulations by January 1, 2008. Owners of billboard signage not meeting the Sign Condition Guidelines will be contacted and requested to remove or improve the quality of the sign.

Notice of Repairs:

- Where a sign requires painting, repair or maintenance, the Director of the Transportation Maintenance Branch may, by notice in writing and email if possible, order the permit holder to paint, repair, maintain or remove the sign.
- A permit holder receiving a notice shall comply with the terms of the notice to the satisfaction of the Director within 30 days of receiving the notice or such period as is specified in the notice.
- If a permit holder receiving a notice does not comply within the applicable time, the Director may cause the sign to be removed and stored up to 30 days. The Government of Yukon is not responsible for any damage caused by the removal and storage. If not claimed within this time, it may be disposed of.
- If after 60 days after the notice, the sign owner does not comply with the terms of the notice, the location of the sign structure will be made available to other businesses through the local grader station. Sign owners would be required to reapply for any future sign permits and would not be guaranteed their previous location.

Unlawful Signs:

- Where a sign is installed in contravention of a permit or this regulation, the Director may, by notice in writing and email if possible, to the permit holder or to the person believed to be the owner of the business or to the community or first nation to which the sign refers, order the permit holder, person, community or First Nation to remove the sign or to alter the sign to comply with a permit or this regulation. Failure to comply will result in the unlawful sign being removed by the department.

If the sign is deemed to be a hazard, it may be removed immediately without prior notice.

HIGHWAY SIGN INSTALLATION STANDARDS
As Per Schedule B – Visitor Sign Information Regulation

- Businesses located adjacent to a highway, away from a highway or located on roads not maintained by Government of Yukon may apply to install up to three (3) billboards that are to be located:**
 - within the boundary of the community or within five km of this boundary, if the service facility or attraction is located within a community;
 - only businesses adjacent to a highway may have:* up to two (2) frontage signs, to be located on the highway in front of, and on the same side of the highway, where the service, facility or attraction is located.
- Only one Billboard sign may be installed on each side of a highway.**
- Businesses located outside of communities may place up to three (3) billboard signs, one in each direction of travel, with no distance restrictions.**
- Billboards must be installed such that the sign faces oncoming traffic on the “Right-Hand Side”.**

5. **No Billboards or Frontage signs may be installed**
 - (a) on trees, utility poles or fences;
 - (b) within 10m (33') of the travelled portion of the highway;
 - (c) on a section of the highway where the billboard or frontage sign may pose a safety hazard;
 - (d) or, in such a fashion as to block or impede movement on pathways or trails.
 - (e) within 250m (820') of another billboard;
 - (f) within 250m (820') of the intersection of two or more highways;
 - (g) exceed 8.5m (28') in height, including the supporting structures of the billboard;
 - (h) have a sign face of greater than 2.44m x 3.66m (8'x12') or 3.66m x 2.44m (12'x8');
 - (i) use lettering of less than 150mm (6") in height;
 - (j) have any words, logograms or other information on any part of the billboard or frontage sign other than the sign face;
 - (k) have any words, logograms or other information or components extending beyond the sign face;
 - (l) have any moving or rotating parts or display intermittent, flashing or rotating lights;
 - (m) contain any reflective material other than retro-reflective material (3m Engineer Grade); and
 - (n) be similar in appearance, colour or design to traffic control device.
6. **Frontage signs may be single or double sided.**
7. **Where a single frontage sign containing a logogram is to be installed, the total size of the sign face shall not exceed 2.44m by 6.1m (8' x 20'), with any text portion not exceeding 2.44m by 3.66m (8' x 12').**
8. **Where two frontage signs containing logograms are to be installed, the total size of one sign face shall not exceed 2.44m by 2.44m (8' x 8') and the total size of the other sign face shall not exceed 2.44m by 3.66m (8' x 12').**
9. **Where two frontage signs *without* logograms are to be installed, either**
 - (a) the total size of one sign face shall not exceed 1.22m by 2.44m (4' x 8') and the total size of the other sign face shall not exceed 2.44m by 3.66m (8' x 12'); or
 - (b) the combined total size of the sign faces shall not exceed 23.8m² (256ft²).
10. **Billboards and Frontage signs must be constructed of appropriate weatherproof materials, be free standing and erected on posts planted firmly into the ground and appropriately cross-braced for wind loading. Support braces, extending from the support structure, must be approved by the local foreman prior to installation and will be decided on based on local soil conditions.**
11. **Seasonal businesses must indicate when they are closed on their sign(s) and notify the Department.**

SIGN APPLICATION SIGN RENEWAL

Existing Permit No. _____

Name of Business _____
 Responsible for the Sign: *(Print Clearly)* _____

Location of Business: _____

Complete Mailing Address: _____

Email address: _____

Name of Person(s) Authorized to Act on Behalf of
 the Business: *(Print Clearly)* _____

Phone Number/ Fax Number: _____

Please indicate the type of services the business provides to visitors:

Please include a sketch as close to scale as possible, of the sign face of the sign indicating dimensions, materials, layout, logos, text, spacing, size, colors, and other details.
 Please make the sketch as representative of the actual sign as possible.

Please Check Type of Sign(s) Required: *(Up To 3 Signs)*

Highway Billboard(s): How Many? \$25 per application

Frontage Sign(s): *(Up To 2 Signs)* \$25 per application

Single-Sided How Many? Double-Sided How Many?

Business Open: Year Round Seasonally From _____ to _____

Location of Sign(s): In conjunction with local Road Foreman
 (Note side of road – right or left side is determined when looking in direction of increasing kilometerage.)

Highway / Road:	Kilometer:	Side of Road:
		Left <input type="checkbox"/> Right <input type="checkbox"/>
		Left <input type="checkbox"/> Right <input type="checkbox"/>
		Left <input type="checkbox"/> Right <input type="checkbox"/>

I understand that this is an application only and approval to install sign(s) has not been given at this time. Only the receipt of the signed permit from the Transportation Maintenance Branch will constitute permission to install sign(s), subject to the "Visitor Information Sign Regulation" under the Highways Act.

Foreman's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____