

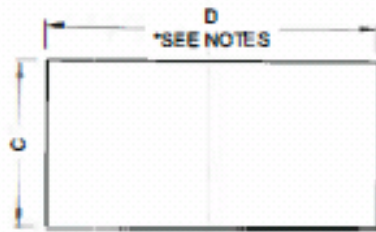


## **GUIDELINES FOR INSTALLING COMMERCIAL OR NON-COMMERCIAL SIGNS WITHIN A PUBLIC HIGHWAY RIGHT-OF-WAY**

1. Prior to installing any signs within a public highway right of way the owner must submit for approval an "Application For Installing Commercial or Non Commercial Signs Within A Public Highway Right of Way" which shall include;
  - a. A signed application form with all the required information completed.
  - b. An illustration of the sign which clearly illustrates the size, shape, content including logos, images, text, font size, and colors proposed for the sign.
  - c. A site plan (sketch or Google image) or map showing the location of the sign including applicable highway number or road name, a kilometer and/or distance to a landmark, intersection, or reference to closest community or feature location (ie: park, access road).
  - d. A sketch of the sign stand, type and dimensions of stand components and their spacing, as well as the overall height of the sign from the ground.
2. Signs to be installed within municipal corporate limits shall be submitted to the applicable municipal office for their acceptance prior to being forwarded to the Department of Infrastructure for approval.
3. The completed application and drawings shall be submitted to the GNWT Department of Infrastructure regional superintendent for approval (See the attached list of Department of Infrastructure regional offices for the appropriate contact office for the area).
4. Once the application has been approved by the regional office it is to be forwarded to the head of technical services for processing and deputy ministers approval.
5. Approved commercial signs shall only be placed at the location(s) specified within the designated commercial sign corridor. Sign corridor location information may be obtained from the municipal office for the area.
6. The owner of any sign installed in accordance with these guidelines shall save the municipal council and the GNWT Department of Infrastructure harmless from all liabilities and actions, etc., arising from the installation of such signs within the public highway right-of way.
7. The Department of Infrastructure may at any time, move or remove any sign which, in the opinion of the director of transportation, creates or causes a traffic or safety hazard.
8. No sign shall be permitted which resembles, or may be confused with an official highway sign or traffic control device. The use of reflective materials on commercial signs will not be permitted.
9. Static, unlighted signs without moving parts or flashing lights may be permitted. Signs that will not be permitted are; signs with flashing, rotating or moving lights, a sign that is floodlighted in such a manner as to cause interference to the traveling public and a sign that has any moving parts.
10. Signs shall be clearly legible to the traveling public, and shall not create a traffic or safety hazard through their size, shape, message or installation.
11. Signs shall not be placed in any location that creates a traffic or safety hazard.

12. No permit shall be issued in respect of the proposed sign if;
  - a. that exceeds 9.29 m<sup>2</sup> in area;
  - b. that exceeds 6.09 min length;
  - c. that is not of sound construction; or
  - d. unless the appearance and style of the sign is suitable for the area surrounding
13. All signs shall be placed at a distance of 22 metres or greater from the centerline of the public highway.
14. The bottom edge of the sign(s) shall be one point two (1.2) metres above the ground.
15. Signs shall be installed so that the face of the sign is at an angle of not less than ninety-two (92) degrees from parallel with the highway.
16. Signs installed in accordance with these guidelines shall be maintained by the owner in good condition. The Department of Infrastructure may require signs to be removed by the owner which do not meet good maintenance standards. Maintenance by the owner shall include the cutting of grass and brush within two (2) metres of the sign each year before July 15 and whenever such growth exceeds twenty-five (25) centimetres in height. The owner shall repair or replace the sign if it becomes damaged or defaced.
17. Neither the community council nor the Department of Infrastructure accepts any responsibility for damages to signs erected within the public highway right-of-way, caused by maintenance and/or construction activities carried out by, or on behalf of their organizations.

FILE NAME

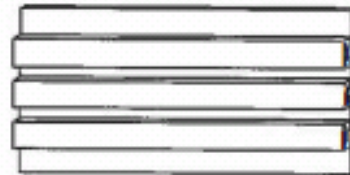


NON-REFLECTIVE SIGN FACE

SIGN SUBSTRATE

- PLYWOOD
- ALUMINIUM
- OTHER \*

\* OTHER PROVIDE DETAILS

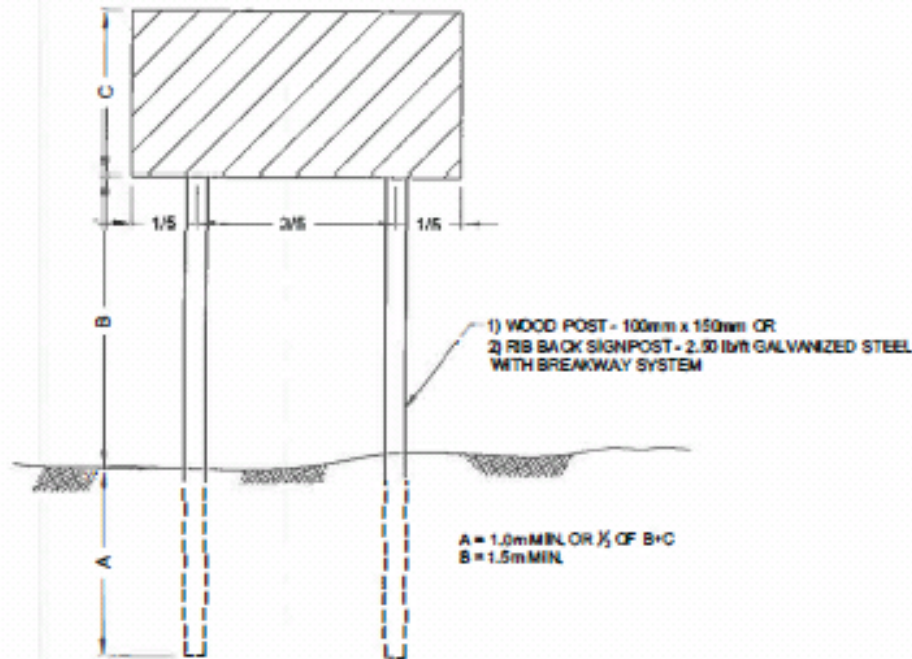


3 STIFFENERS  
(50.8mm x 52.4mm MIN.)  
EVENLY SPACED

SIGN BACK

NOTES:

1. MAXIMUM D WIDTH 6.00m
2. D WIDTH UP TO 4m = 2 POSTS  
D WIDTH < 4m = 3 POSTS
3. SIGN FACE NO MORE THAN 9.20m<sup>2</sup>



SIGN POST INSTALLATION

STEP 1.

A - DRIVE BASE POST TO WITHIN 300mm OF GROUND LEVEL.

B - ATTACH RIB BACK SPACER STRAP WITH ONE 3/8" - 16 UNC x 2.0" BOLT, NUT AND LOCKWASHER THROUGH BOTTOM HOLE OF STRAP AND SIXTH HOLE OF BASE POST. SMALL TOP SLOT OF STRAP SHOULD LINE UP WITH TOP HOLE IN BASE POST.

C - ROTATE STRAP 90° TO LEFT

STEP 2.

A - DRIVE BASE POST TO 125mm ABOVE GROUND

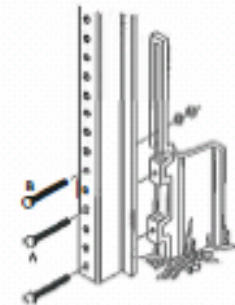
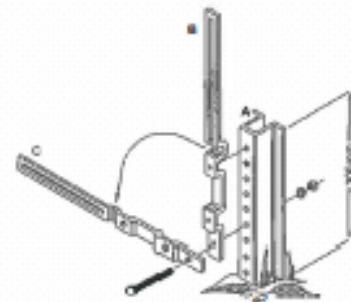
B - ROTATE STRAP TO VERTICAL POSITION

STEP 3.

A - ATTACH SIGN POST WITH TWO 3/8" - 16 UNC x 2.0" BOLTS, NUTS AND LOCKWASHER IN BOTTOM AND FIFTH HOLES. (THESE CORRESPOND WITH SMALL SLOTS IN STRAP)

B - INSERT ONE 3/8" - 16 UNC x 2.0" BOLT THROUGH SIGN POST AND BOTTOM ON LONG SLOT OF STRAP. TIGHTEN NUT AND LOCKWASHER SUGGEST BROKE COMPLETELY TIGHTENING MIDDLE BOLTS.

ALL BOLTS 3/8" - 16UNC x 2" - ORS



STEEL POST BREAKWAY SYSTEM

Designed by: H. McKay

Drawn/Drafted by: P. Embleton

Approved by: K. Ata

Scale: NTS

Date: May 2014

Title:

**SIGN APPLICATION PACKAGE  
COMMERCIAL AND NON-COMMERCIAL SIGNS**

Contract No: -

Drawing No.

**GNWT Department of Infrastructure  
Regional Office Contacts**

<p><b>Regional Superintendent South Slave Region</b> 76 Capital Drive, Suite 201 HAY RIVER, NT X0E 1G2 Phone 867-874-5009, Fax 867-874-2272 Hwy No. 1 Km 0 to 294 Hwy No. 2 Km 0 to 49 Hwy No. 3 Km 0 to 122 Hwy No. 5 Km 0 to 269 Hwy No. 6 Km 0 - 90 Hwy No. 3 Winter Access Road</p>	<p><b>Regional Superintendent North Slave Region</b> 2<sup>nd</sup> Floor 5015 – 49<sup>th</sup> Street P.O. Box 1320 YELLOWKNIFE, NT X1A 2L9 Phone 867-767-9089 Ext. 31186, Fax 867-873-0257 Hwy No. 3 Km 122 to 339 Hwy No. 4 Km 0 to 69.2 Dettah Access Road Behchoko Access Roads Tli Cho Winter Roads (Whati, Gameti) Cassidy Point Access Road Yellowknife Access Road</p>
<p><b>Regional Superintendent Deh Cho Region</b> 2<sup>nd</sup> Floor Nahendeh Kue Building 9706 – 100<sup>th</sup> Street P.O. Box 86 FORT SIMPSON, NT X0E 0N0 Phone 867-695-7650, Fax 867-695-3029 Hwy No. 1 Km 294 to 690 Hwy No. 7 Km 0 to 254 Fort Simpson Access Road Fort Liard Access Road Jean Marie River Access Mackenzie Valley Winter Road Km 690 (Wrigley) to 1174 (Fort Good Hope) Colville Lake Winter Road Deline Winter Road Nahanni Butte Winter Access Trout Lake Winter Road</p>	<p><b>Regional Superintendent Beaufort Delta Region</b> 3rd Floor GNWT Multiuse Bldg. 106 Veterans Way P.O. Bag #1 INUVIK NT, X0E 0T0 Phone 867-777-7348, Fax 867-777-3463 Hwy No. 8 Km 0 to 272 Inuvik Access Road Mackenzie River Winter Road 149 (Inuvik to Tuktoyaktuk) Aklavik Winter Road Hwy No. 10</p>
<p><b>Regional Superintendent Sahtu Region</b> P.O. Box 10 NORMAN WELLS, NT X0E 0V0 Phone 867-587-7251</p> <p>Applications may also be hand delivered to any GNWT Department of Infrastructure office, Highway Maintenance Camp facility or regional/Area Office, ensuring one of the above contact addresses is noted.</p>	



## APPLICATION TO ERECT A SIGN WITHIN A N.W.T. PUBLIC HIGHWAY RIGHT-OF-WAY INCLUDING WITHIN MUNICIPAL CORPORATE BOUNDARIES

In accordance with the Public Highways Act – Highway Signs Regulations, I hereby apply for a permit to erect and have installed a sign as described below and as illustrated on the attached drawing(s).

Applicant/Business Name		
Contact Person		
Address	Community	
Phone	Email	
Purpose of Sign	<b>Permanent Sign</b> In case of Temporary Sign:	<b>Temporary Sign</b> Installation Date: _____ Removal Date: _____
Message/Display		
Submit a sketch, drawing or photograph of the proposed sign showing all graphics and messages, include overall dimensions, font size(s), sign substrate and finishes. Include a secondary sketch providing details of the stand for the sign including the total height from ground, post type, and size, any stiffeners or bracing and in ground installation methods. Samples of typical drawing have been included.		
Location Highway No. or Road name	Location (km or distance to landmark)	Landmark description if applicable
Direction of travel/Right of Way Description		
Submit a site plan/map that includes the location information		

**I agree to the conditions listed in the Highway Signs Regulations and Guidelines for Installing Commercial or Non-Commercial Signs Within a Public Highway Right-of-Way.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

Approved:	Date:
Senior Municipal Offer (If applicable - Include Motion in Council)	
Regional Superintendent, INF	
Director of Transportation, INF	
Deputy Minister, INF	