



**Private Road and Right of Way Signs Policy
and Procedure
P-088-11**

Effective Date:
February 28, 2024

Part 1 Purpose

The purpose of this Policy & Procedure is to standardize design and placement of signs and identify private roads for emergency awareness for Private Road and Right of Way Signage.

Part 2 Definitions

- 2.1 **“Private Road”** means a private road is a block of land set aside for the enjoyment of the landowners abutting this road and title to the land that forms the road is not owned by the Province of Nova Scotia or the Municipality of Yarmouth. In the context of this policy, a private road means, any approved and listed private road in the Municipality of Yarmouth’s database.
- 2.2 **“Right of Way”** means a right of way is granted permission (usually by deed) to an owner or assigned, to cross another privately owned piece of land to gain access to your own land.
- 2.3 **“Approved Private Road Signs”** means an Approved Private Road Sign (the sign), is a sign whose face is of a reflective blue background with reflective white lettering with no border on the sign edges. Letter size shall be of 4 inches (10.16 cm) high for capital letters and 3 inches (7.62cm) high for lower case letters. All letters are to be 2 inches wide and the majority of the lettering shall be displayed in lower case. The font style shall be Arial. The standard sign size shall be 6 inches (15.24 cm) high by 4 feet (1.2 meters) long and a minimum of ¾ of an inch thick. This sign shall be of a dense plastic material that is not affected by water, temperature extremes and/or ultraviolet radiation.
- 2.4 **“Application Form”** means the Application Form (the form) is the approved form used by the Municipality of the District of Yarmouth to gather required information on the proponent and subject road. This form may be amended from time to time.

Part 3 Private Road/ Right of Way Road Name Signs

- 3.1 It shall be the responsibility of the applicant(s) to negotiate and make arrangements to install the sign in a manner as described in Appendix “A”, Required Installation Instructions. The applicant will pay the sign in advance.




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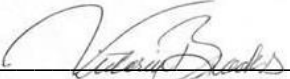
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Part 4 Application

- 4.1 Applications for a *sign* are to be made by completing the *form* as set out hereto in Appendix “B”.
- 4.2 Applications can be picked up from and returned to the Municipal Administration Building. Applications are also available on our website at www.munyarmouth.ca. All provisions as set out in the Municipal Land Use By-Law General Provisions for Signs must be adhered to.
- 4.3 Application Forms must include:
 - 4.3.1 the name, civic address, daytime telephone number and e-mail address, if available, of the proponent;
 - 4.3.2 the name of the private road or right-of-way;
 - 4.3.3 signature of applicant and date of application;
 - 4.3.4 any disclaimer(s), as required By-Law.
- 4.4 Supplemental Information
 - 4.4.1 written permission of the private land owner where the sign is to be situated;
 - 4.4.2 permission from the Nova Scotia Department of Transportation and Infrastructure Renewal, if the sign will be in the provincial right-of-way.

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

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<p>Chief Administrative Officer's Annotation for Official Policy Book</p>	
<p>Date of Notice to Council members of Intent to Consider (7 days Min)</p>	<p>February 20, 2024</p>
<p>Date of Passage of current Policy</p>	<p>February 28, 2024</p>
<p>I certify that this Private Road and Right of Way Signs Policy and Procedure P-088-11 was adopted by Council as indicated above.</p>	
<p> _____ Chief Administrative Officer</p>	<p><u>March 11, 2024</u> Date</p>

Date last reviewed by Council: February 28, 2024
Date last amended: February 28, 2024

Amendment Log

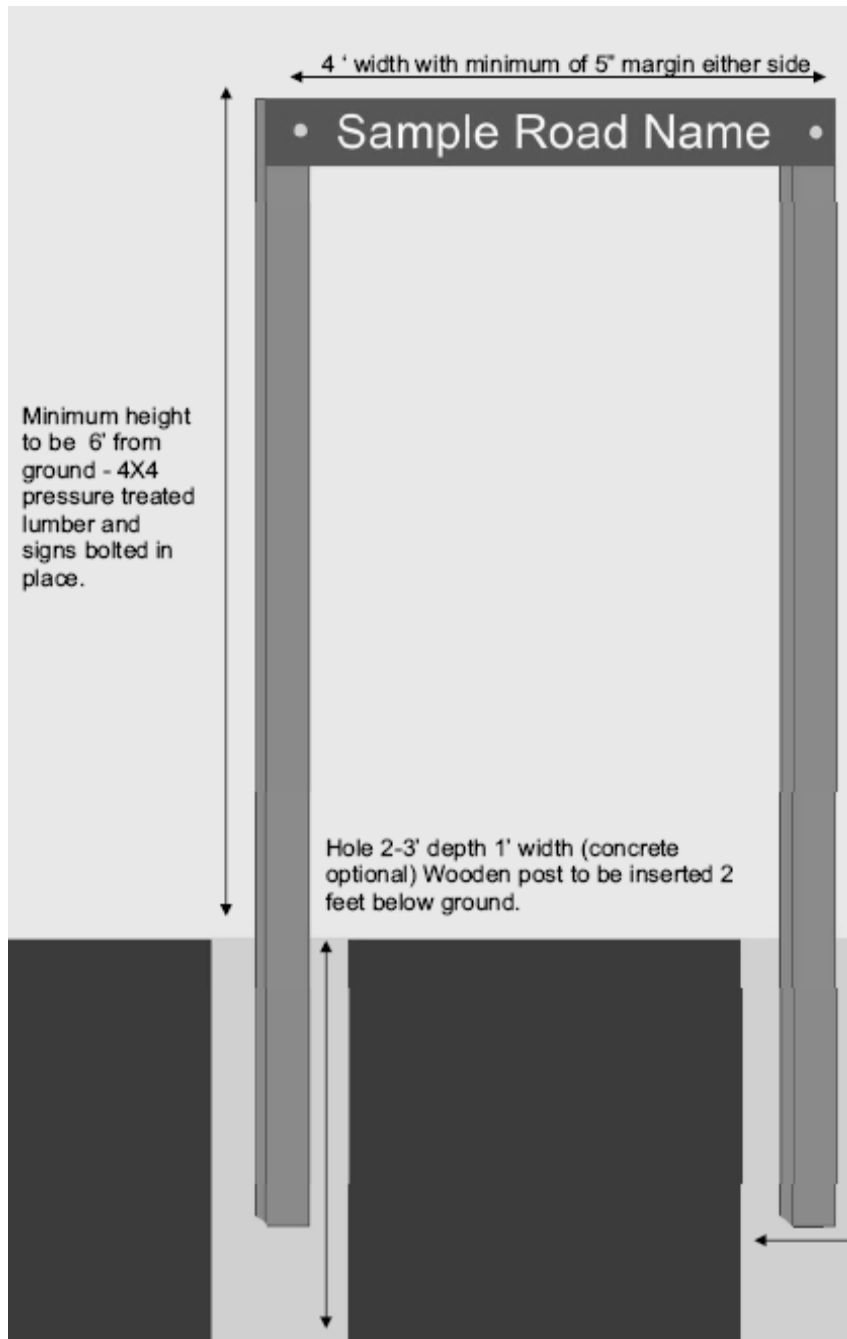
Date	Amendment Description
February 28, 2024	<p>Part 1 – removed the word provide and added standardize design and placement of Removed Sections: 2.5, 3.1 and Appendix C Land Use By-law Part 11 General Provisions for Signs Section 3.2 – removed reference to Appendix B, Application Form and refund. Section 4.2 – removed reference to Appendix C and B Appendix A – changed to Required Installation Instructions</p>



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**Appendix "A"
Required Installation Instructions**



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Appendix "B"

	Application Form	Private Road Sign Program
		To: Municipality of Yarmouth 932 Highway 1 Hebron NS B5A 5Z5 Phone: (902)742-9691 Fax: (902)742-7557

The applicant shall accept all associated costs, responsibility and maintenance requirements and agrees to properly install the sign, as per the Required Installation Requirements (attached Appendix "A") and must be in compliance with the Land Use By-Law.

Your Name:
Name of Private Road (subject to name verification with Development Office):
Mailing Address of Applicant:
E-Mail Address:
Daytime Phone Number:

I consent and agree that I the undersigned am fully responsible for the proper installation of the sign, as well as, receiving all necessary permissions from land owners where the sign will be installed. I further consent and agree that I will hold and save harmless the Municipality of the District of Yarmouth from any and all liability associated with the Private Road Sign for which I am applying:

The information I have supplied is true and correct to the best of my knowledge and I have received a copy of the recommended guidelines for sign installation.

Signature _____ Date: _____