

**GENERAL STATEMENT OF POLICY:**

69.01 There are a number of private roads within the Region of Queens Municipality which have inadequate road name signs, or have no signage at all. This is an issue which could have serious implications, particularly in the area of emergency service provision. Therefore, it shall be the policy of the Region of Queens Municipality to provide guidelines for the implementation of a private road name signage program.

**POLICY OBJECTIVES:**

69.02 To implement a private road name signage program, which would see the Region of Queens Municipality, purchase and install proper road name signs for all private roads in Queens County.

69.03 To ensure that all private roads in Queens County are named and appropriately signed in an effort to ensure timely and efficient emergency service provision to all property owners in the Region of Queens Municipality.

**POLICY PROCEDURE:**

69.04 The Planning Department shall determine the exact number of private road signs that will be required.

69.05 The Region of Queens Municipality shall make every reasonable attempt to contact the owner(s) of a private road for permission to erect a signpost and sign that identifies said road, and Municipal staff shall work with the owner(s), wherever possible, regarding the placement of signs within the right-of-way.

69.06 Installation of signs shall be carried out by Municipal staff, or under the direction of Municipal staff, with all expenses relating to the initial installation being borne by the Region.

69.07 Prior to the installation of a private road sign, the owner(s) of a private road shall sign the attached Schedule "A", acknowledging that upon installation of the signs by the Region, the maintenance and replacement if necessary, becomes the sole responsibility of the private road owner(s) and shall be subject to the Region's Civic Numbering and Signage of Streets and Roads Bylaw.

69.08 The Region of Queens Municipality shall provide road name signs for new private roads, which may be created in Queens County in the future, subject to budget limitations.

69.09 The Region of Queens Municipality, during the initial installation of the signs, shall be responsible for obtaining any necessary permits.

**SPECIFICATIONS:**

69.10 Sign and signposts shall meet the following specifications:

- a) the lettering of each sign is to be black, 4 inches in height and on an off-white reflective background;
- b) the sign(s) are to be attached securely to a 2" x 2" (5.08 cm x 5.08 cm) steel sign post and approximately 6 to 8 feet (1.83 m to 2.44 m) above the elevation of the shoulder of the private road;
- c) the sign post is to be placed a minimum of 7 feet (2.14 m) and maximum of 15 feet (4.58 m) from the edge of the roadway;
- d) the sign post is to be placed at the intersection of a private road with any public street or other private road, and shall be located on the side of the private road which is opposite the usual placement of a Stop or a Yield sign; and
- e) the sign is to be attached to said sign post in such a manner so as to be visible from either direction of travel along the private road.

**SCHEDULE "A"**

I / we the undersigned and owner(s) of private road \_\_\_\_\_;  
hereby acknowledge that the private road name sign(s) to be installed by the Region of Queens Municipality become, upon installation, the sole responsibility of the private road owner(s) in regard to maintenance and replacement if necessary, and shall be subject to the Region's Civic Numbering and Signage of Streets and Roads Bylaw.

Private Road Owner(s):

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date