



## Guidelines for Business Signage Board at Entrance to Oxford from TransCanada Highway May 2019

Attractive entrance signage can have a positive economic impact on local businesses and the Town of Oxford overall. These guidelines are established to ensure an attractive Business Signage Board and to create uniformity in the signage that populates the Board.

- Businesses located within the Town of Oxford are welcome to utilize this signage board based on available space. Please contact the Town Hall before proceeding.
- Effective on date of approval of these guidelines, all new signage is to adhere to these guidelines.
- **Signage designs** must be approved by the Town in advance.
- Businesses are required to purchase their own signage.
- Businesses are to contact the Town of Oxford to have signage posted and removed. The Town of Oxford Public Works Department is responsible for posting and removing signage, at no cost to the businesses.
- **Approved Size:** Businesses are to provide signage of the following size: **2 feet x 8 feet** (horizontal orientation).
- Current business signs that do not adhere to the size guidelines will be removed within 14 days of the date on the *Sign Removal* notice sent to the business.
- **Approved material:** Alupanel (or similar aluminium composite material) (minimum 3mm thickness; maximum 6mm)
- For additional signage security, signage will be mounted with strapping provided by the Town.
- It is the responsibility of business owners to keep their signage in good repair.
- Damaged signs will be removed.
- There is no rental fee for the signage space (subject to change).
- Place holder signs will be used to populate spaces not used by businesses.
- Businesses requiring further information are to contact the Town Hall at 902 447-2170.