

COMMERCIAL/INDUSTRIAL: SIGNS

INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. CURRENT COPY OF THE CERTIFICATE OF TITLE (No older than 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	2. OWNER AUTHORIZATION (if the applicant is not the Owner)
<input type="checkbox"/>	<input type="checkbox"/>	3. APPLICATION FEE
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. SIGN DRAWINGS (ALL SIGNS) (2 sets) – to scale and dimensioned (min. scale 1:50 metric) showing: <ul style="list-style-type: none"> • All dimensions of the sign and base, including height and projections • Graphics, wording, colours, size, designs on proposed sign • The method of attachment or support for the sign • Manner of sign illumination or animation • The type of construction and finish to be utilized
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. ELEVATION DRAWINGS (2 sets) – to scale and dimensioned (min. scale 1:50 metric) showing: <ul style="list-style-type: none"> • Label side of wall sign is to be located (i.e. North elevation). Show the location of each sign on wall with dimensioned height from bottom of sign to grade, top of sign to top of wall/parapet and dimensions from both sides of the sign to the side walls • Height of building from grade • Photos showing the wall(s) of building where signs are to be located
		In addition to the above information, free standing signs require the following:
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. SITE PLANS (FREE STANDING SIGNS) (2 sets) – to scale and dimensioned (min. scale 1:500) showing: <ul style="list-style-type: none"> • North Arrow • Municipal Address • Legal Description (Lot, Block, Plan) • Property Lines • Front, side and rear setbacks of sign from property lines and buildings • utility rights of way • Utility Locates - Gas, Electric, Telus, Shaw, Water, Sewer (No older than 2 weeks)

The Development Authority may require additional material considered necessary to properly evaluate the proposed development. Normally an application will be complete if the material outlined above is provided.

Note: In addition to a development permit, a building permit is also required for free standing signs.

Please identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines. Attach a separate sheet if necessary.

Applicant's Signature: _____ Date: _____
(Confirming that all required information has been provided and is correct.)

Received and checked by: _____ Date: _____

Office Use Only

Reviewed by:	Date:
Comments:	