

**COMMERCIAL / INDUSTRIAL: SIGNS**

**INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT**

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. **Applicants are required to fill in the column, “Applicant” and sign the application form confirming that all of the required information has been provided.**

To expedite the evaluation, all materials submitted must be clear, legible and precise. Accurate and legible drawings are required (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner. To achieve this level of customer service, **staff are instructed to accept only complete applications which include plans/drawings prepared to professional drafting standards.**

If any of the required information is not provided, your application will not be accepted. If an application is accepted, and upon review found to be missing required information, you will be contacted. **The processing of your application will not proceed until the necessary information is submitted.**

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. CURRENT COPY OF THE CERTIFICATE OF TITLE</b> (No older than 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. OWNER AUTHORIZATION</b> (if the applicant is not the Owner)
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. APPLICATION FEE</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. SIGN DRAWINGS (ALL SIGNS)</b> (2 sets) – to scale and dimensioned (min. scale 1:50 metric) showing:
<input type="checkbox"/>	<input type="checkbox"/>	• All dimensions of the sign and base, including height and projections
<input type="checkbox"/>	<input type="checkbox"/>	• Graphics, wording, colours, size, designs on proposed sign
<input type="checkbox"/>	<input type="checkbox"/>	• Elevation drawing showing location of sign on building, including height from grade
<input type="checkbox"/>	<input type="checkbox"/>	• Manner of sign illumination or animation
<input type="checkbox"/>	<input type="checkbox"/>	• Clearance from grade
<input type="checkbox"/>	<input type="checkbox"/>	• The type of construction and finish to be utilized
<input type="checkbox"/>	<input type="checkbox"/>	• The method of attachment or support for the sign
		<b>In addition to the above information, free standing signs require the following:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. SITE PLANS (FREE STANDING SIGNS)</b> (2 sets) – to scale and dimensioned (min. scale 1:500) showing:
<input type="checkbox"/>	<input type="checkbox"/>	• North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	• Municipal Address
<input type="checkbox"/>	<input type="checkbox"/>	• Legal Description (Lot, Block, Plan)
<input type="checkbox"/>	<input type="checkbox"/>	• Property Lines
<input type="checkbox"/>	<input type="checkbox"/>	• Front, side and rear setbacks of sign from property lines and buildings
<input type="checkbox"/>	<input type="checkbox"/>	• utility rights of way
<input type="checkbox"/>	<input type="checkbox"/>	• 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.**

