

Application for a Development Sign or Directional Development Sign Detailed Submission Requirements



This information sheet has been prepared to assist individuals with the completion of the Development Signs / Directional Development Signs application form and submission requirements.

Development Sign

- 1) A completed application form and sign detail form.
- 2) Payment of the application fee based on the table set out in the [fee schedule](#).
- 3) For ground signs, a scaled elevation drawing of each type of sign including the base support detail.
- 4) For wall-mounted development signs, a scaled building elevation drawing(s) illustrating the proposed wall-mounted signs.
- 5) For wall-mounted signs, a cross section detailing wall construction, and fastening details.
- 6) For wall-mounted signs, provide photos of the building.
- 7) For ground-mounted sign 20 sq. m. (215 sq. ft.) or greater in area, photos of the location, including a photo of the land use directly opposite the sign that is not located on the property or phase currently under construction.
- 8) For proposals with greater than three (3) development signs:
 - a) A scaled sign plan drawing illustrating; internal roads, parking areas, buildings, property lines, entrances/exits, traffic signals and all ground signs utilizing symbols to reflect the different types of signs listed in the legend referenced in the table below.
 - b) The legend details each sign type, dimension, sign face area, total number of signs by type and the total proposed sign area for all signs to be located on the property.
- 9) For size requirements and setback information, please refer to By-law 2016-326.

Directional Development Sign

- 1) A completed application form.
- 2) Payment of the application fee based on the table set out in the [fee schedule](#).
- 3) A scaled site plan or location plan including:
 - a) Dimensioned property lines.
 - b) Existing development – i.e. buildings, parking areas, vehicular entrances/exits, internal roads, existing ground signs, traffic signal locations (if applicable), easements and rights of way.
 - c) Location of proposed ground sign(s).
 - d) Distance from sign(s) to property lines, roads, buildings and traffic signals (if applicable).
- 4) A scaled elevation drawing of the proposed signs including the information and/or images to be placed on the sign.
- 5) For size requirements and setback information, please refer to By-law 2016-326.