

SIGN VARIANCE APPLICATION SUBMISSION REQUIREMENTS

APPLICATION FORM AND FEES

- Completed Application Form.
- Application fee.
- Letter from Applicant: Submit a letter from the owner applicant, outlining the specific variances to the by-law and the rationale to the request.
- Owners Authorization Letter: Written permission from the property owner is required to authorize the application, variances and to permit staff to enter onto the property as part of the application process.

DRAWINGS AND IMAGES:

- Site and Existing Sign Photos:** Submit 6 sets of colour photos depicting existing site conditions superimposed with scaled images of proposed signage, including a description of each image.
- Existing Signage:** Include photos of all existing signage. If applicable, photos of existing signage to be replaced (before/after comparison)
- Site Plan:** Submit 6 sets of the Site Plan (on 'letter' to 'tabloid' paper size). Drawings must be submitted in metric and to scale. The plan must indicate extent of the entire property, frontage and location of buildings. Include accessory structures, access points, existing and proposed signage.
- Sign Elevations:** Submit 6 sets of coloured elevations of the proposed signs (on 'letter' to 'tabloid' paper size). Drawings must be submitted in metric and in scale. The drawings must contain detailed sign dimensions, sign copy intended to be displayed and dimensions of the font. Include the same information for all existing signage to be retained for accurate calculations of total sign face area.
- Building Elevations:** (where applicable): Submit 6 sets of coloured elevations of the proposed signs (on 'letter' to 'tabloid' paper size). Drawings must be submitted in metric and in scale. The drawings must contain detailed sign dimensions, locations of proposed and existing (to be retained) signage. Include dimensions and area of building wall to which the sign(s) are to be affixed.
- Electronic Documentation: (in pdf format)** of all listed and required documents, images and drawings. 1 disc or e-mail. Individual file sizes are not to exceed 2mb.

Consultation with Planning Staff prior to submitting an application package is highly recommended.