

Submission Requirements

- For Variance 2 sets of drawings
- For Variance 1 copy of the most recent Preliminary Project Review
- For Permit application 3 sets of drawings
- Drawings shall be to scale and fully dimensioned, and shall include a site plan/survey, elevations and sign details
- Photographs of proposed sign(s) location and of all existing signs on property

General Requirements for all Plans

- For Variance maximum size of plans – 11 x 17 with dimensions in metric
- Drawings shall be drawn to scale with north arrow
- Drawing title and number, preparation date, date of any revisions, north arrow

Information to be Provided on Plans**Site Plan/Survey**

- Fully dimensioned with area calculations, if appropriate
- Location and setbacks of proposed sign to property lines
- All existing buildings, easements and rights-of-way

Drawings and Elevations

- Projection from wall to front of sign
- Distance from grade to bottom of sign
- Location of sign on wall including floor elevation
- All measurements of proposed sign(s) and the graphics
- All other existing signs on the property

Specifications for Permit Application

- Construction materials of proposed sign, weight of sign
- Structural elements and their size (e.g. supports, guy wires, bolts)
- Wall construction (e.g. solid masonry, brick, wood)

Fees

- Variance application: \$679.00 each
- Sign permit application:
 - Roof signs - \$33.95
 - All other signs - \$28.30
 - Minimum fee for all applications, alterations for existing signs and revisions and renewals - \$198.04
- Accepted methods of payment include cash, debit, certified cheque, money order, Visa, MasterCard