

**Fees** \$75.00 per sign face 30 sq.ft. or less  
\$500.00 per sign face greater than 30 sq.ft.  
\*double-sided signs count as two signs

**Submittal Requirements** Sign submittals shall include the following documents.  
Please note: The application may not be accepted if any of the documents below are not included in your submittal package.

- a. A sign application form & fees;
- b. One copy of the land register and registry extract map, both less than 60 days old. *These must be separate sheets, not copied onto the plan sheets;*
- c. Three (3) site plans folded to 8.5"x11"\*;
- d. Two (2) copies of sign drawings/elevations illustrating the size, content and colour(s) of sign(s);
- e. If applicable, two (2) elevations indicating proposed sign locations on buildings; and,
- f. Proof of notices to all adjacent property owners.

\* The title block must be visible (see Sheet Requirements).  
Plan sheets must be drawn to scale (e.g. 1"=20', 1'= 1/4')

Note: Real Estate signs with an area of 16 square feet or less, do not require planning permission.

**Sheet Requirements** All plan sheets shall have the following:

A title block in the lower right corner that includes the following information:

- a. Sheet Name (i.e., Site Plan, Floor Plans);
- b. Block & Parcel;
- c. Applicant Name/Project name;
- d. Agent name & contact information;
- e. Full Name of person who prepared the drawings;
- f. Date of drawing; and,
- g. The number of sheets (Sheet\_\_\_\_of\_\_\_\_).

**Site Plan Requirements** The site plan shall show at minimum, the following information.

- a. North Arrow & Scale (e.g., 1"=20', 1'= 1/4");
- b. The following statement signed by the applicant or agent: *"I hereby certify that all the dimensions shown on this plan are correct."*;
- c. Parcel boundary with dimensions. The boundary line shall be the most prominent line on the site plan;
- d. Building footprints of proposed and existing structures;
- e. Location of proposed free-standing signs;
- f. Existing or proposed driveways; and,
- g. Dimensioned site setbacks.

Planning Department staff may require additional information from the

applicant as deemed necessary to conduct a complete review.

## **Plan Review Process**

Once a complete submittal package is received by the Planning Department, the application is assigned to a Current Planner. The application will be scheduled for Central Planning Authority (CPA) consideration. The Authority may approve, adjourn or refuse the request.

## **Sign Policies**

Illuminated signs require the approval of the Electrical Inspectorate prior to installation. Internally flashing, lit or neon signs are discouraged.

The maximum permitted size of a sign is 32 square feet, except for real estate signs not associated with a house or duplex where the maximum permitted size of a sign is 16 square feet.

The maximum permitted height of a sign is 20 feet, measured from the finished grade to the highest point of the sign.

Signs should not block the visibility of drivers nor should they disrupt the vision of vehicles entering and exiting the site.

The design of the sign(s) and the colour should blend with the aesthetics on site and conform to the designs of the surrounding buildings.

Off-site signs are discouraged.