SUBMITTAL REQUIREMENTS
SIGNS

An application must be submitted including the following documents and information:

- Photographs of existing building and context.
- Scaled drawing of each proposed sign showing its size, lettering, colours, materials, method of support, lighting and location on the façade of the building.
- Signage Strategy:
  In the case of multiple stores in a building, a letter from the owner indicating that the proposal conforms to the overall storefront and signage plan for the building must be submitted. This conceptual signage plan must have been previously submitted by the owner and approved by the city.
- A certificate of location for any sign anchored in the ground or projected over City property may be required.
- One complete set of drawings folded to 8-1/2” x 14” (one extra complete set of scaled drawings may be required).

*Application for plan review signed by the owner or accompanied by an original letter of authorization signed by the owner with the application fee and a letter describing the scope of the work.*