

Signage Application Checklist

NOTE: The following checklist outlines the requirements for a complete submission for all applications. Please ensure you have included all “Must Have Items” to avoid any delays with the processing of your application. Please note that further submission materials listed in the “Staff May Also Request” section may be required during the application process. Incomplete applications will not be accepted.

Must Have Items:

- Color and Materials Board**
Provide a sample board that includes the color and finish of exterior materials.
- Complete Application Form**
The ‘[Development Application Form](#)’ must be fully completed and signed by all property owners.
- Detailed Site Plan**
The plan should include:
 - North Arrow and Scale
 - Location and dimensions of all lot lines, including street frontages
 - Location and dimensions of all existing and proposed buildings, structures, and signs
 - Location of all watercourses including creeks, streams, rivers, and ditches
 - Location and dimensions of all existing and proposed buildings, structures, and signs in relation to existing lot lines, right-of-ways, easements, and covenants
- Precedent Photos**
Provide images or illustrations from other projects or places that have inspired the proposed signage.
- Signage Plan**
A plan showing location, type, elevation, and size of all existing and proposed signage in relation to building.
- Site Photos**
Include relevant photos of the site under review and the surrounding area. Digital photos are preferred.
- State of Title**
A current State of Title (dated within the last 30 days) including any associated charges (e.g. covenants).

Staff May Also Request:

- BC Company Search**
If the subject parcel is owned by a company and not an individual owner, a BC company search will be required.
- Building Plans**
Provide building elevations including photos and/or illustrations of the proposed building.