

## CHECKLIST: DEVELOPMENT PERMIT APPLICATION

### Signage

- Completed *Form E: Signage Development Permit Application*
- Site plan:
  - Legal description and municipal address of subject property
  - Scale and north arrow
  - Adjacent roadways and lanes, location of lot access
  - Location of all existing and proposed sign(s)
  - Location of the property boundaries of the parcel upon which the proposed sign(s) are to be located
  - Setbacks from property lines of proposed sign(s) and existing building(s)
  - Location of any registered utility right-of-ways or easements on the property
- Sign layout:
  - Size, height, and other dimensions of the proposed sign(s), including any supporting structures
  - To scale colour rendering of proposed signage
- Building, Electrical, Gas, and Plumbing Permit applications (where applicable)
- Application fee (determined at time of application)
- Waiver request (where applicable – include a written explanation for the request)
- Additional supporting documentation (where applicable)

*Disclaimer – this checklist is intended to be used as a resource tool for Development Permit applicants. The contents of this checklist are not a substitute for determining the completeness of an application.*