

This information is intended as a guide only and may be used to assist in preparing submission requirements to support a Development Variance Permit application.

Applications for a Development Variance Permit must be accompanied by 3 copies of the following drawings:

- A Site Plan showing the proposed location of the sign.
- A detailed drawing of the sign, including the overall dimensions of the sign and dimensions of the copy and colours. Calculations of the sign area, copy area and percentage of copy area relative to sign area.
- Elevation drawing of the building if the sign is on a building, or of the entire sign if freestanding. Include sign height or clearance beneath the sign if relevant.

**\*\*Drawings must be to scale (Site Plan 1/8"')**

A supporting rationale statement of why and how you want to vary the Sign Bylaw must be included.

An application fee is required. Please refer to Form B, Development Application Fees.

