

SIGNAGE - GENERAL

INFORMATION SHEET

FOR OFFICE USE ONLY	
APPLICATION NO.	
ROLL NO.	
DISTRICT	

SIGN DETAILS	SIGN 1	SIGN 2	SIGN 3	SIGNAGE LIST
Located on or off-site?				Sign Type: <ul style="list-style-type: none"> • Awning/Canopy • Billboard • Digital Display • Fascia • Freestanding • Inflatable • Portable • Projecting • Roof Purpose of Sign: <ul style="list-style-type: none"> • Advertisement • Directional • Information
Indicate <i>Sign Type</i> :				
Area of sign (m ² / ft. ²)				
Length of sign (m / ft.)				
Width of sign (m / ft.)				
Height from grade to bottom of sign (m/ ft.)				
Indicate <i>Sign Purpose</i> :				
Attached to: structure, building, or vehicle?				
Method of support				
Sign material				
Sign illuminated?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

NOTE: For digital display signs, attach *Signage - Digital Displays Information Sheet* along with this form.

SPECIFIC SITE PLAN REQUIREMENTS

Required on the Site Plan in addition to DP Checklist - General requirements (select if provided):

- ☐ Show sign location/setbacks in relation to property boundaries and buildings
- ☐ Distance from sign to another similar/distinct sign if present on site (indicate all sign types)
- ☐ Distance from sign to overhead power and service lines, and/or road right of ways (as applicable)
- ☐ Distance from sign to highway, public roadway, and/or back of curb (as applicable)

SIGN ELEVATIONS AND DESIGN

Required in addition to DP Checklist - General requirements (select if provided):

- ☐ Minimum clearance above grade to bottom of sign (for awing/canopy, billboard, and projecting signs)
- ☐ Dimensions of sign projection from structure, building, or vehicles (as applicable)
- ☐ Design samples/digital sketches including sign content, structure, dimensions etc.
- ☐ Type of sign construction and finishing to be utilized
- ☐ Photographs of the proposed site showing adjacent properties and signs within approximately 30.0 m (98.43 ft.) of the proposed sign location
- ☐ Photographs of site and structure(s)/building(s) identifying proposed sign location
- ☐ Details of illuminated or digital signs (*For digital signage, Signage - Digital Displays Information Sheet to be completed in accordance with Section 212 of the Land Use Bylaw*)

Refer to Section 92(r) of the Land Use Bylaw C-8000-2020 for signs not requiring a development permit.

Refer to Signage regulations under Sections 151-153 and 212-224 for sign specific requirements.

Applicant Signature _____

Date _____

SIGNAGE - DIGITAL DISPLAYS

INFORMATION SHEET

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CONTACT DETAILS

Person/organization with control over signage operation:

Business name (if applicable):

Telephone (Primary):

Alternative:

Email:

GENERAL AND SITE REQUIREMENTS

I, _____, (Applicant/Owner) propose to install a Digital Display sign at _____ (address), and confirm compliance to Section 212 Digital

Display, Land Use Bylaw C-8000-2020 requirements, as follows:

GENERAL REQUIREMENTS:

- ☐ The digital display will be static and remain in place for a minimum of 6.0 seconds before switching to the next copy.
Proposed display time for each slide/copy: _____ seconds
- ☐ The maximum transition time between each digital copy will not exceed 0.25 seconds.
Proposed transition time: _____ seconds
- ☐ The digital display will not use full motion video or otherwise give the appearance of animation or movement.
- ☐ The transition between each digital copy will not be displayed using any visible effects, including but not limited to action, motion, fading in and out, dissolving, blinking, intermittent or flashing light, or the illusion of such effects.
- ☐ Copy will not be shown in a manner that requires the copy to be viewed or read over a series of sequential copy messages on a single digital display, or sequenced on multiple digital displays.
- ☐ The digital display will be equipped with an ambient light sensor.
- ☐ The digital display will not increase the light levels adjacent to the digital display by more than 3.0 LUX above the ambient light level.
- ☐ The light output of a digital display is **proposed at** _____ Nits, from sunrise to sunset, in accordance with the maximum luminance levels under Section 212(i) when measured from the sign face at its maximum brightness in this **Residential/Business/Commercial/Industrial/Other:** _____ **district.**
- ☐ If any component on the sign fails or malfunctions in any way, or fails to operate as indicated on the approved development permit plans, the sign will be turned off until all components are fixed and operating as required.
- ☐ The back of the digital display and all cut-outs will be enclosed.
- ☐ The space between the faces of a double-faced digital display will be enclosed.

SITE REQUIREMENTS:

- ☐ Where a digital display is visible from and located within 125.0 m (410.11 ft.) of a building containing a Dwelling Unit, the sign will not operate, or will only display a black screen between 10 p.m. and 7 a.m.
- ☐ The electrical power supply to a digital Message Sign will be provided underground.
- ☐ A digital display is located at least 300.0 m (984.25 ft.) from another digital display.
- ☐ Trees required under an approved development permit will not be removed or altered in any way to accommodate the placement or visibility of a digital display.
- ☐ The lighting or orientation of a digital display shall not adversely affect any neighbouring residential areas.

Specification Requirement: Has a detailed specification sheet/operating standards from the manufacturer (identifying both the NITS and dimming option for night time hours) been provided? ☐ **YES, included in application package** ☐ **NO**

VARIANCE(S) REQUESTED

List any variances requested on above requirements. Variance rationale letter must be attached:

Applicant Signature _____

Date _____