

GUIDELINES FOR DEVELOPMENT APPLICATION SITE SIGNS

Developers submitting an application for rezoning or a development that might have significant impact on a community must install a site sign on their property to inform local residents of their plans.

PURPOSE

To grab resident/stakeholder attention, provide straight forward, high level information and drive people to vancouver.ca for more detailed information.

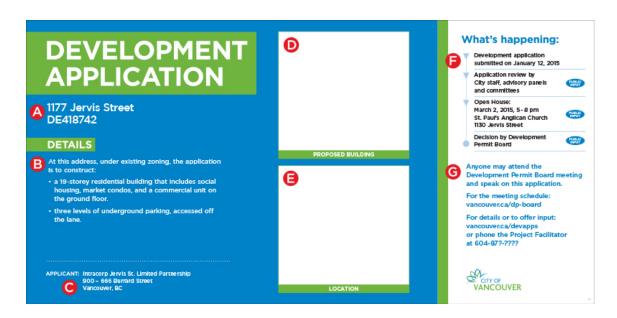
DESIRED OUTCOME

Residents have a clear idea of what the proposal is, leading to informed input or dialogue.

DEVELOPMENT APPLICATION SITE SIGNS PROCESS

- 1) City staff advises the applicant of site sign requirement.
- 2) City staff inform applicant of the fields of information required for the site sign and provide the required design template for the site sign.
- 3) Applicant works with City staff to ensure the text and images are appropriate for the site sign.
- 4) Applicant must use the template (can either do the work on their own or contract a printer/designer) to create a PDF design file of the site sign for City approval. The designer should use the set template and not replace fonts or layout of the information.
- 5) Once City staff have approved the site sign design, the applicant can send the file to a sign shop for production and installation.
- 6) After installation, the applicant will provide a photograph of the installed sign to City staff.
- 7) The applicant is responsible for updating the sign as needed if there is new information to be shared (e.g. open house or public hearing dates) as directed by City staff.

DEVELOPMENT SITE SIGN INFORMATION



A Address of the site

Include DE number for development applications.

B Details of project

Provide high-level, bulleted description of the project in plain English. Try to simplify planning/development language and terms as much as possible.

C Applicant information

Include name and address of applicant.

D Proposed Development or Building Image (if required)

- 8) Colour frontage or elevation
- 9) Size: 22.125 inches width x 20.125 inches height (Picas=132p9 x 120p9) at 300 ppi, pixels per inch (same as dpi, dots per inch)

E Location Image

- 10) Map with the site and streets clearly labeled so the location is easily identifiable
- 11) Size: 22.125 inches width x 20.125 inches height (Picas=132p9 x 120p9) at 300 ppi, pixels per inch (same as dpi, dots per inch)

F Progress Timeline

To show the process and opportunities for public input. The timeline will typically include:

- If applicable: Rezoning approval (month/year when it was approved)
- Development application submitted (month/ year)
- If required: Open house details (include date, time, location, address)
- Application review by City staff, advisory panels and committees
- Decision by Development Permit Board OR Director of Planning

G Contact and further information

DP Board applications:

include contact information for Development Permit Board meetings, development application web address and phone number of project contact.

OR

• Director of Planning applications:

include contact information for development application website and phone number of project contact.