

## Development Sign Specifications

### When a Sign is Needed

A development sign is required for the following applications:

- Official Community Plan Amendment
- Rezoning (Zoning Bylaw Amendment)
- Licensed Establishment (liquor or cannabis license)
- Development Permit for:
  - Multi-family residential developments (townhouses, rowhouses, apartments),
  - Commercial and mixed-use developments,
  - Industrial developments,
  - Watercourse protection (except in A and RS zones),
  - Natural environment protection, and
  - Hazardous conditions.

#### NOTE:

Failure to post the sign may result in a delay in the processing of the application.

Failure to add the Date of the Public Hearing sticker (*if required*) will result in cancellation of the Public Hearing and holding a new Public Hearing at the applicant's cost.

### Timing

Within one month of applying, the applicant is required to place a sign on the subject property in a highly visible area facing the street. In the case of a property which abuts more than one street open to traffic, signs must be posted to face each street.

It is the responsibility of the applicant to ensure the sign remains upright and readable until the development has been approved or rejected by Council. The sign shall be removed following the Council's decision on an application.

### Information on the Sign

The applicant is responsible for customizing the text as required to accurately reflect the nature of the application in process. Please ensure the text boxes are filled in with complete and accurate information.

Each sign shall be 1.22m (4') tall by 2.43m (8') and include the following information:

- type(s) of application;
- the date that the sign is posted on site;
- address (or legal description) of the property;
- development application file number(s);
- name and phone number of the applicant;
- brief description of the proposed development;
- location map with the subject property outlined in red;
- space to insert the date of the Public Hearing or Committee meeting, if applicable; and
- Planning Division phone number.

#### NOTE:









Sign proofs must be approved by the Planning File Manager before the sign is printed and installed.

## Sign Specifications

Two fillable PDF templates are available for applicants to use depending on the type of application. The Planning File Manager will send applicants the appropriate template to use. Please note the following:

- The sign does not have a border. The PDF templates include crops and bleeds, and is intended to bleed off the edge.
- The location map should be black and white (not an aerial image) with the subject properties outlined in red. The map should also include adjoining roads, adjacent properties, and the north arrow.
- To insert the location map, click on the square and upload the image of the map.
- The file number (for example, DP000999) will be assigned by the Planning Division.
- The date of the Public Hearing (*if required*) or the Committee of Council meeting must be added to the sign by the applicant when the date is confirmed.
- Once the PDF template is filled out, please send the template to the Planning File Manager for review.

8'0"

		<h1>Development Application</h1>	
<p><b>LOCATION MAP</b></p> <p><i>Insert site location map including street names, adjacent properties and subject property outlined in red.</i></p>		<p><b>Civic Address</b> Development Permit Application (File No. DP000XXX)</p> <p>(...Name of Applicant...) has applied to the City of Port Coquitlam to (...describe type of application such as rezoning or development permit...) to enable the development of (...brief description of proposed development...)</p>	
		<p><b>Contact Information</b> <b>Applicant:</b> Applicant Name</p> <p> 604.123.4444</p>	
<p><b>Date sign posted:</b> January 1, 2025</p>		<p><b>Committee of Council Meeting Date:</b></p>	
<p> <a href="http://portcoquitlam.ca/planning">portcoquitlam.ca/planning</a>     604.927.5442     <a href="mailto:planning@portcoquitlam.ca">planning@portcoquitlam.ca</a>      </p>			

4'0"

## Contact

**Planning | City of Port Coquitlam**  
#200-2564 Shaughnessy St.,  
Port Coquitlam, BC Canada V3C 3G4  
604.927.5442 | Email: [planning@portcoquitlam.ca](mailto:planning@portcoquitlam.ca)

