



## DEVELOPMENT SERVICES INFORMATION HANDOUT

# DEVELOPMENT SIGN SPECIFICATIONS

### OVERVIEW

Within one month of submitting an application, the Applicant is required to place a sign in a highly visible area facing the street of the subject property. In the case of a property which abuts more than one street open to traffic, signs must be posted to face each street. Each sign must include the following information:

- type(s) of application
- date that the sign is posted on site
- address and/or legal description of the property sufficient to clearly identify the property
- Development Application number(s)
- name and phone number of applicant
- brief description of proposed development
- location map with the subject property outlined in red
- space to insert the Date of Public Hearing or Public Meeting (*when known*)
- phone number of Planning Division for contact

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 Council decision on an application.

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 will result in cancellation of the Public Hearing, and holding a new Public Hearing at the applicant's cost.

### SIGN FORMAT:

The Applicant is to insert relevant information in place of italicized phrases below. The Applicant is also responsible for customizing the text as required to accurately reflect the nature of the application in process. Please consult with the Planning Division for approval of sign wording.

All signs shall be 1.22 m (4 ft) wide by 2.43 m (8 ft) wide

<b>DATE SIGN POSTED:</b> <b>OCP AMENDMENT / REZONING / AND/OR DEVELOPMENT PERMIT APPLICATION</b> <i>(...Insert Property Address and/or Legal Description here...)</i>	
<b>No.</b> <i>(...Application Number(s)...</i>	
<i>(...Name of Applicant...)</i> <b>has applied to the City of Port Coquitlam to</b> <i>(...describe type of application such as rezoning or development permit...)</i> <b>to enable the development of</b> <i>(...brief description of proposed development...)</i>	Insert site location map including street names, adjacent properties and subject property outlined in red.
<b>Date of Public Hearing (or Meeting) is:</b> <i>(Insert date on a sticker in this area when determined)</i>	
FOR FURTHER INFORMATION CALL <i>(...name of applicant...)</i> AT <i>(...phone #...)</i> OR THE CITY OF PORT COQUITLAM PLANNING DIVISION AT 604-927-5442	

*Last updated Dec 2008*