



# 2019 PPA SIGN APPLICATION FEES

Effective: January 01, 2019

<b>Preliminary Plan Approval (PPA)</b>	For signs (per sign application)	\$140.00
<b>Sign Applications:</b> (submit to Building Department)	Comprehensive Sign Plans	\$538.00
	Integrated Comprehensive Sign Plans for CD rezonings or Master Plan rezonings	\$2,692.00

A refund on the sign application is not granted, except under the following circumstances:

- 1) A full refund is granted if the sign application is withdrawn prior to this department circulating the application to other departments for their review.
- 2) Partial refund equal to the amount of the sign application fee minus \$100.00 is granted after the application is circulated to other departments but review comments not completed.

**Cancellation Policy:** An applicant may request, in writing, the cancellation of a sign application at any time during the sign process, pursuant to the refund policy. The City of Burnaby reserves the rights to cancel a sign application under following circumstances:

- 1) A sign application cannot be approved under the Burnaby Zoning Bylaw.
- 2) A new proposal or a major revision is proposed after the original sign submission. Please note that a revision is considered a major if more than half of the original proposal area is affected by the change.
- 3) A sign application is abandoned (no action by an applicant for a period of six months or more from the last action recorded) by the applicant.