

Public notification sign(s) should be posted on a site that is the subject of a temporary use permit application, a minimum of 30 days prior to Council meeting, in order to inform the public about the nature and purpose of the application. The applicant will post the sign(s) at their own expense.

It is the responsibility of the applicant to ensure that the sign(s) are printed and installed in accordance with this guide. Failure to post sign(s) or provide a proof (i.e. picture of the sign) that the sign(s) has been installed will result in a delay in the process of the application.

The applicant shall remove the sign(s) within ten 10 days of Council decision to approve or deny the permit. The applicant is responsible to notify the File Manager when the sign(s) are removed. Failure to remove the sign(s), may result in the City entering the site and remove the sign(s) at the expense of the owner.

The required sign(s) erected on the site should meet the following requirements:

- Size:** 1.2 m by 2.4 m (4 ft. by 8 ft.)
- Colour:** Black letters on white background with a location map outlining the location of the site that is the subject of the application.
- Location:** One (1) sign adjacent to any property line which fronts a street, in a prominent location within the site where it is clearly visible from the street. The General Manager Planning and Development will determine the required number and location of the sign(s) considering the site's configuration and visibility of the sign from the street.
- Specification** The sign shall be posted in a secured manner, capable of withstanding wind and other environmental conditions. The information posted on a sign will be provided by Planning and Development which will include the following:
- application number;
 - applicant's name;
 - address of the property that is subject of the application;
 - a description of the proposed development, including the purpose of the application;
 - location map outlining location of the property;
 - City's contact information;
 - information on how to provide input to the City concerning the application; and,
 - date of Council meeting at which the application will be considered.

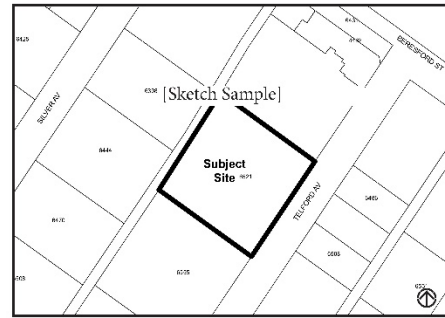
TEMPORARY USE PERMIT APPLICATION #[XX-XX]

[Applicant Name]

has made an application to the City of Burnaby to propose temporary use(s) on this site:

ADDRESS: [Street Number, Street Name]

PURPOSE: *The purpose of the proposed temporary use permit application is to [outline the description of the project, including the duration that the temporary use(s) will be permitted].*



DATE OF COUNCIL MEETING TO CONSIDER THE APPLICATION: [Date]
Please submit written comments related to the proposal via email (clerks@burnaby.ca)
or Canada Post (4949 Canada Way, Burnaby, BC V5G 1M2).

INPUT RECEIVED AFTER 2:45PM ON THE DAY OF COUNCIL MEETING WILL NOT BE CONSIDERED BY COUNCIL.

For further information on this temporary use permit application, contact the Planning and Development Department at Burnaby City Hall at 604.294.7400 or call: [Applicant Name, Company, Address and Contact]