

Public Notification Sign(s) should be posted on a site during the process of a standard development variance permit (DVP) application, temporary use permit (TUP) application, rezoning (where an OCP amendment is required), liquor licence application and/or cannabis license application to inform the public about the nature and purpose of the application. The applicant should post the sign(s) at their own expense, at least 10 days prior to the Council meeting at which the application will be considered.

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 processing of the application. The applicant shall remove the sign(s) within ten (10) days of the decision of Council to approve or deny the permit. The applicant is responsible to notify the Planner/File Manager when the sign(s) are removed. Failure to remove the sign(s) may result in the City entering the site and removing 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.)
- Height:** The top of the sign should not exceed 2.0 meters (6.5 ft.)
- Colour:** As indicated in the sign template provided.
- Location:** The applicant is required to erect one (1) sign along each principal street frontage on the site, in a secure manner and in a clearly visible location, as indicated in red on the attached posting location. 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 Department which will include the following:
- application number;
 - 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 to receive information related to the application;
 - information on how to provide input to the City concerning the application;
 - deadline to provide input to the City related to the application and
 - date of Council meeting at which the application will be considered
- Timing:** The sign(s) is/are to be erected on the site by the date indicated in the letter to the applicant. The sign(s) is/are to be removed within ten (10) days after the Council meeting.