

SIGN APPLICATION REQUIRED DRAWINGS AND DOCUMENTS

ALL DRAWINGS AND DOCUMENTS MUST BE IN ACCORDANCE WITH THE
[EPLANS SUBMISSION STANDARDS](#)

PERMANENT SIGNS (FASCIA SIGN, GROUND SIGN)		
<i>required drawings</i>	<i>required documents</i>	<i>potential additional approvals</i>
<ul style="list-style-type: none"> - Site plan - Key plan - Elevation(s) of sign & building - Cross section(s) - Structural details 	<ul style="list-style-type: none"> - Letter of authorization from property owner - Commitment to general review (if applicable) 	<ul style="list-style-type: none"> - Zoning certificate of occupancy - Heritage approval - MTO approval - Region of Peel approval

INFORMATION TO BE PROVIDED		
<p><u>Site plan</u></p> <ul style="list-style-type: none"> - sign location(s) - road locations - building location - setbacks from proposed sign(s) to property lines (ground signs) - nearest major intersection - property line locations - setbacks to parking areas/driveways (entrance/exit) - Indicate unit location and which building face the sign is to be installed on (fascia signs) 	<p><u>Elevation(s)</u></p> <ul style="list-style-type: none"> - Fascia sign: <ul style="list-style-type: none"> o Dimensions of building face (height and width of unit/building) o Location and dimensions of existing and proposed sign(s) on building elevation(s) o Sign graphics (message) o illuminated or not - Ground sign: <ul style="list-style-type: none"> o Overall height and dimensions from grade o Sign graphics (message) o illuminated or not 	<p><u>Cross section:</u></p> <ul style="list-style-type: none"> - wall construction - sign construction (materials used) - method of connection/anchorage to wall or column (type and size of fasteners, spacing between fasteners, length of fasteners) - weight of the sign