

GUIDE FOR PERMANENT SIGN PERMIT APPLICATIONS

In accordance with the City of Waterloo Sign By-law #2016-050

COMPLETE APPLICATION PACKAGE MUST INCLUDE:

1. APPLICATION – ONE COMPLETE APPLICATION REQUIRED PER SIGN
2. ELEVATION AND STRUCTURAL DRAWINGS – TWO COMPLETE SETS REQUIRED PER APPLICATION
3. SITE PLAN (PREFERABLY AN ACCURATE SURVEY OF THE PROPERTY) – TWO COMPLETE SETS REQUIRED PER APPLICATION
4. PROFESSIONAL ENGINEER/ARCHITECT DRAWINGS AND BUILDING PERMIT(S), IF APPLICABLE
5. APPROVALS FROM OTHER AUTHORITIES, IF APPLICABLE

ALL DIMENSIONS ARE TO BE IN METRIC

1. APPLICATION (ONE COMPLETE APPLICATION REQUIRED PER SIGN):

- 1) Location (address) of sign
- 2) Name of business and type of business being advertised
- 3) Occupancy – single or multi-tenant
- 4) Type of sign
- 5) Number of all other existing signs on the building/lot and sign type(s)
- 6) Sign and property specifications and measurements
- 7) Permission from the owner if other than tenant
- 8) Owner of the premises' name, address, & phone number
- 9) Applicant/sign company's name, address & phone number
- 10) Lighting type
- 11) Application fee

2. ELEVATION AND STRUCTURAL DRAWINGS:

- 1) Elevation drawings including structural specifications and anchoring details
- 2) Sign layout, sign dimensions, and square area
- 3) Building face dimensions and projection from face of wall, if applicable
- 4) Area of changeable copy, if applicable
- 5) Sign copy

3. SITE PLAN (PREFERABLY AN ACCURATE SURVEY OF THE PROPERTY):

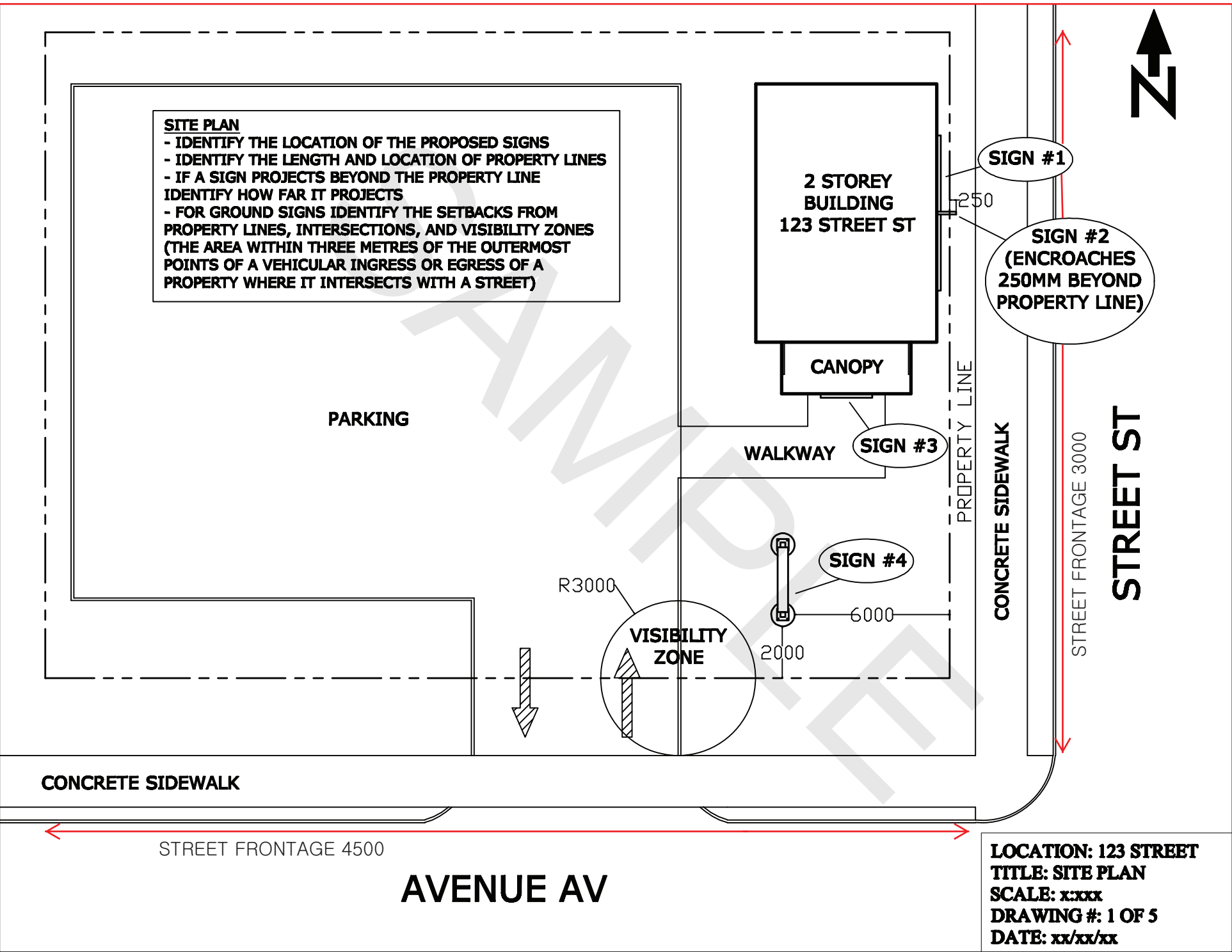
- 1) Location of buildings on the lot indicating street names & property lines
- 2) Location of proposed sign and all other existing signs on the building or on the lot
- 3) Street frontage dimension (lot area if large real estate project or subdivision sign)
- 4) Scale and North arrow

4. PROFESSIONAL ENGINEER/ARCHITECT DRAWINGS AND BUILDING PERMIT REQUIRED:

- For freestanding signs with height exceeding 7.5 m
- For projecting signs weighing more than 115 kg
- For roof signs having any face greater than 10 m²

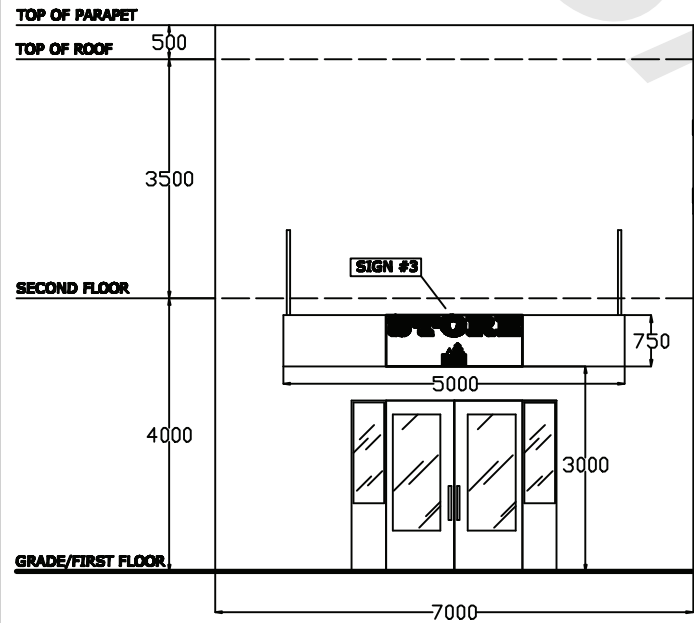
5. APPROVALS FROM OTHER AUTHORITIES:

- Copy of Variance Decision if application relies on approved Sign Variance
- Signs within 400 metres of the Conestoga Parkway/King's Highway No. 86 require permission from the Ministry of Transportation and Communications. Please call 1-519-650-2290
- Encroachment agreement required for any sign overhanging City or Regional property
- Signs located closer than 3 metres to a fire hydrant, telephone, telegraph or electric wire (other than those to illuminate or operate the sign) require permission from the authority having jurisdiction over the same

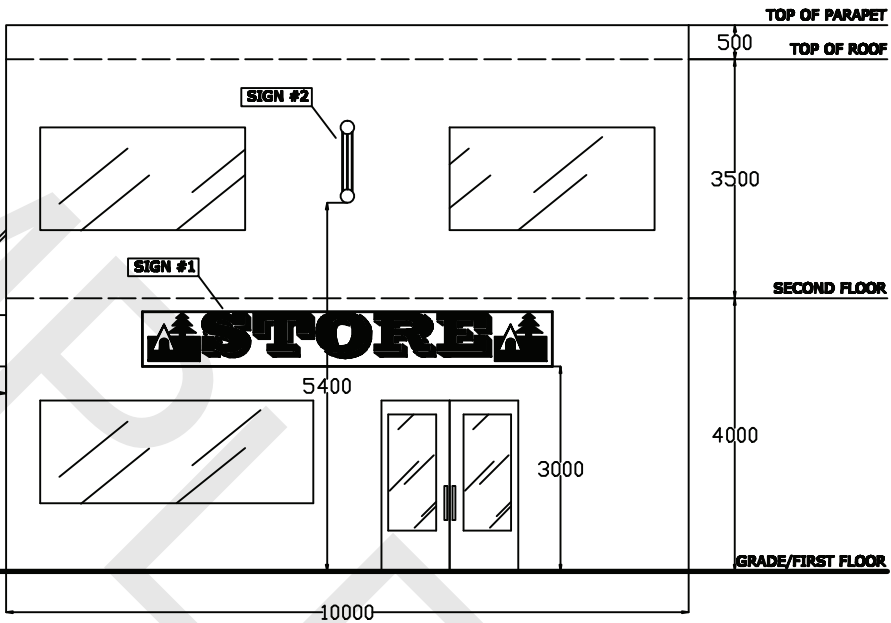


SITE PLAN

SOUTH ELEVATION



EAST ELEVATION



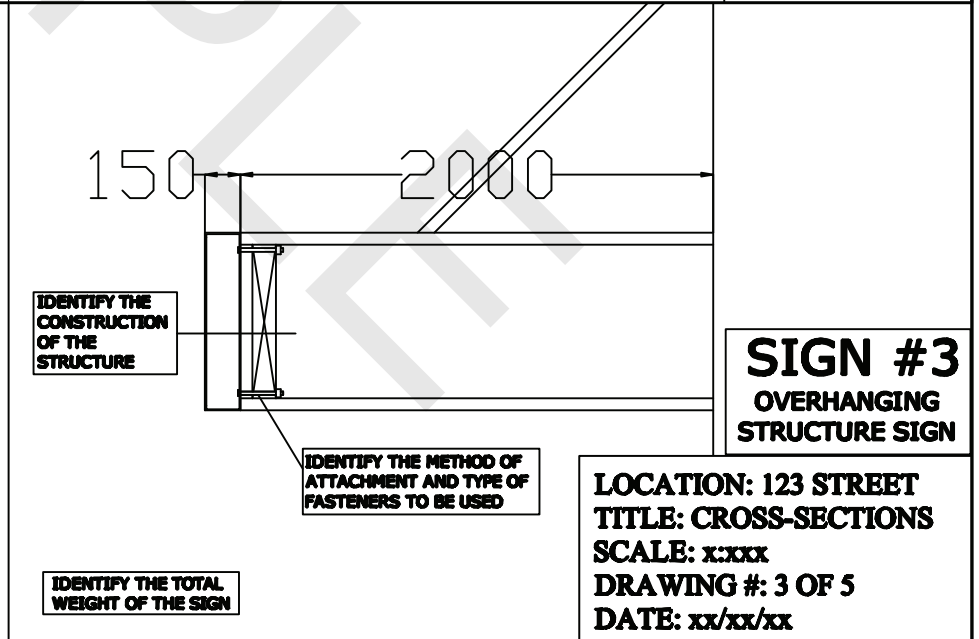
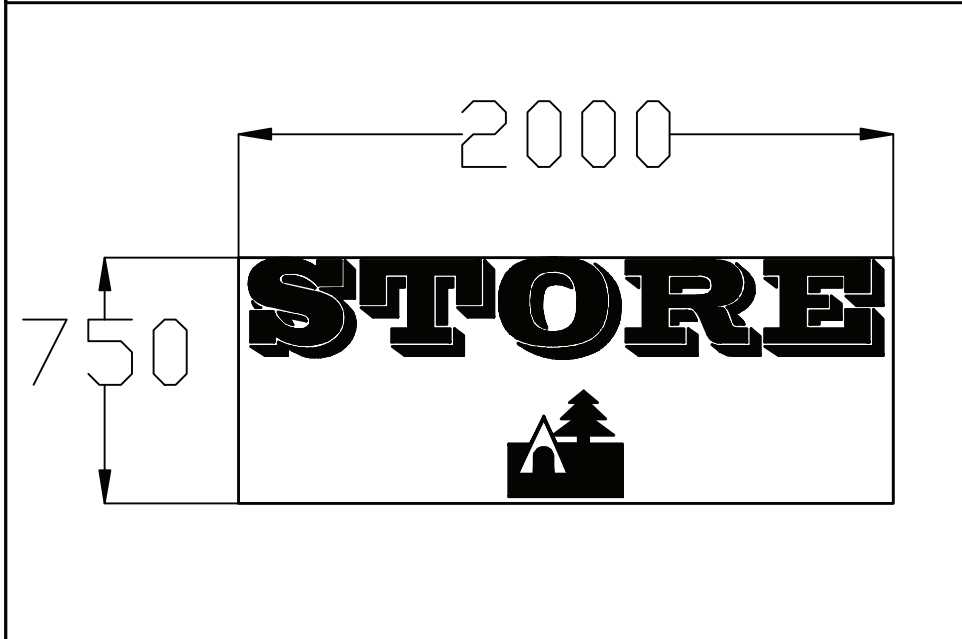
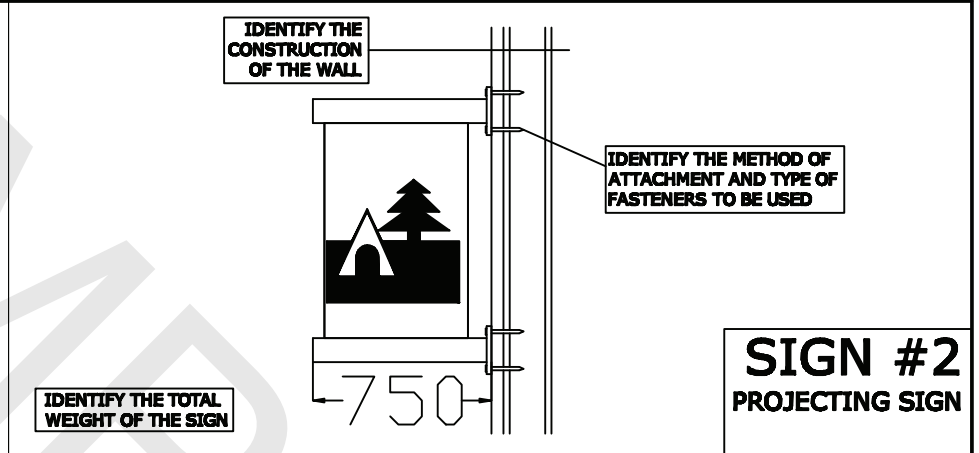
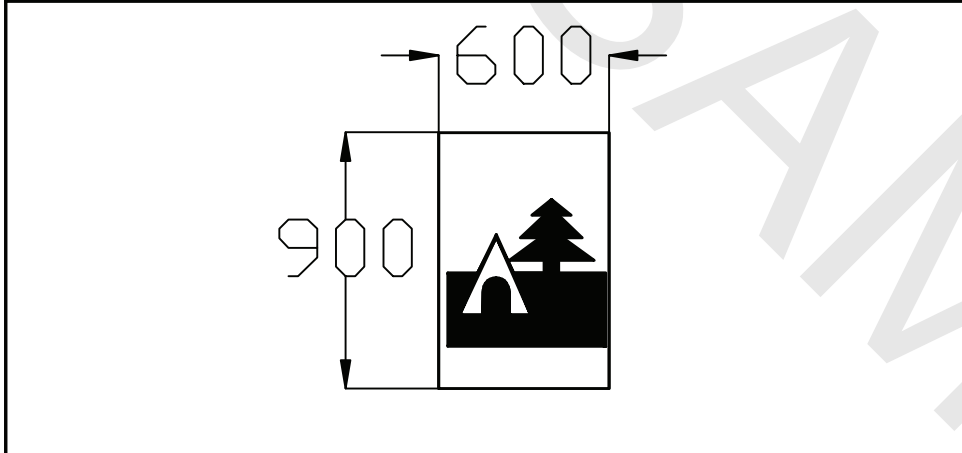
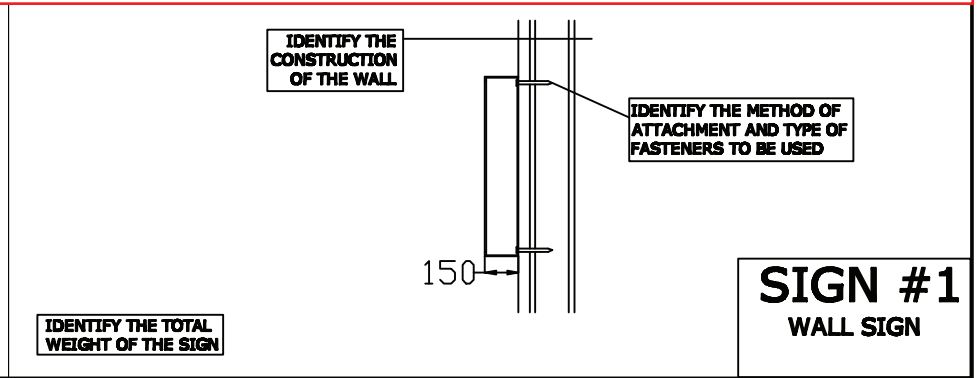
ELEVATIONS

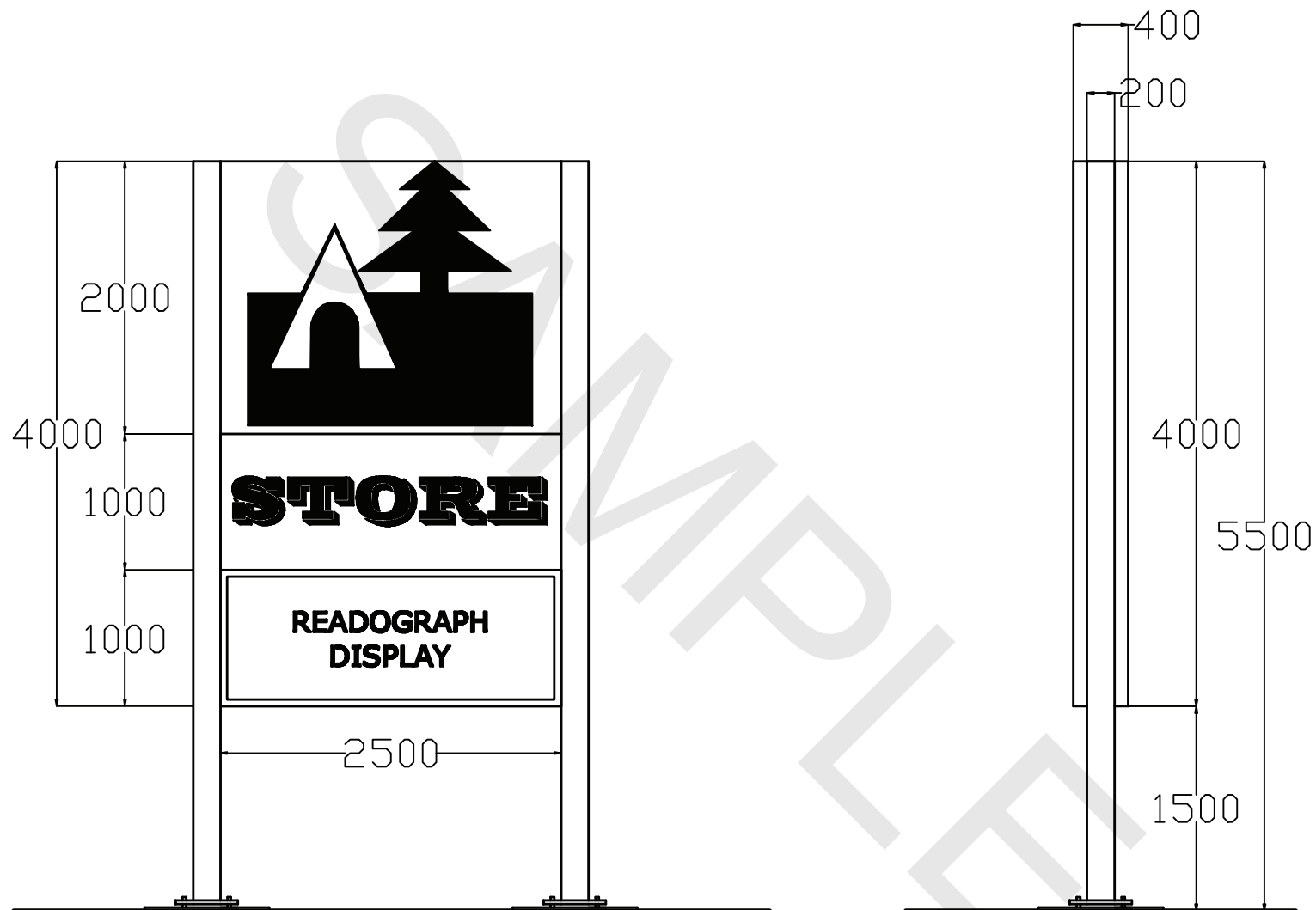
- IDENTIFY THE LENGTH OF THE BUILDING WALLS
- IDENTIFY THE HEIGHT AND LOCATION OF EACH STOREY
- IDENTIFY THE CLEARANCE FROM GRADE TO THE BOTTOM OF EACH SIGN
- IDENTIFY ANY WINDOWS AND OTHER OPENINGS
- IDENTIFY THE LOCATION OF ANY PARAPET WALL, IF APPLICABLE

OVERHANGING STRUCTURE SIGNS

- IDENTIFY HOW FAR THE STRUCTURE PROJECTS FROM THE FACE OF THE WALL
- IDENTIFY THE LENGTH AND HEIGHT OF THE OVERHANGING STRUCTURE FACE THAT THE SIGN IS TO BE ATTACHED TO

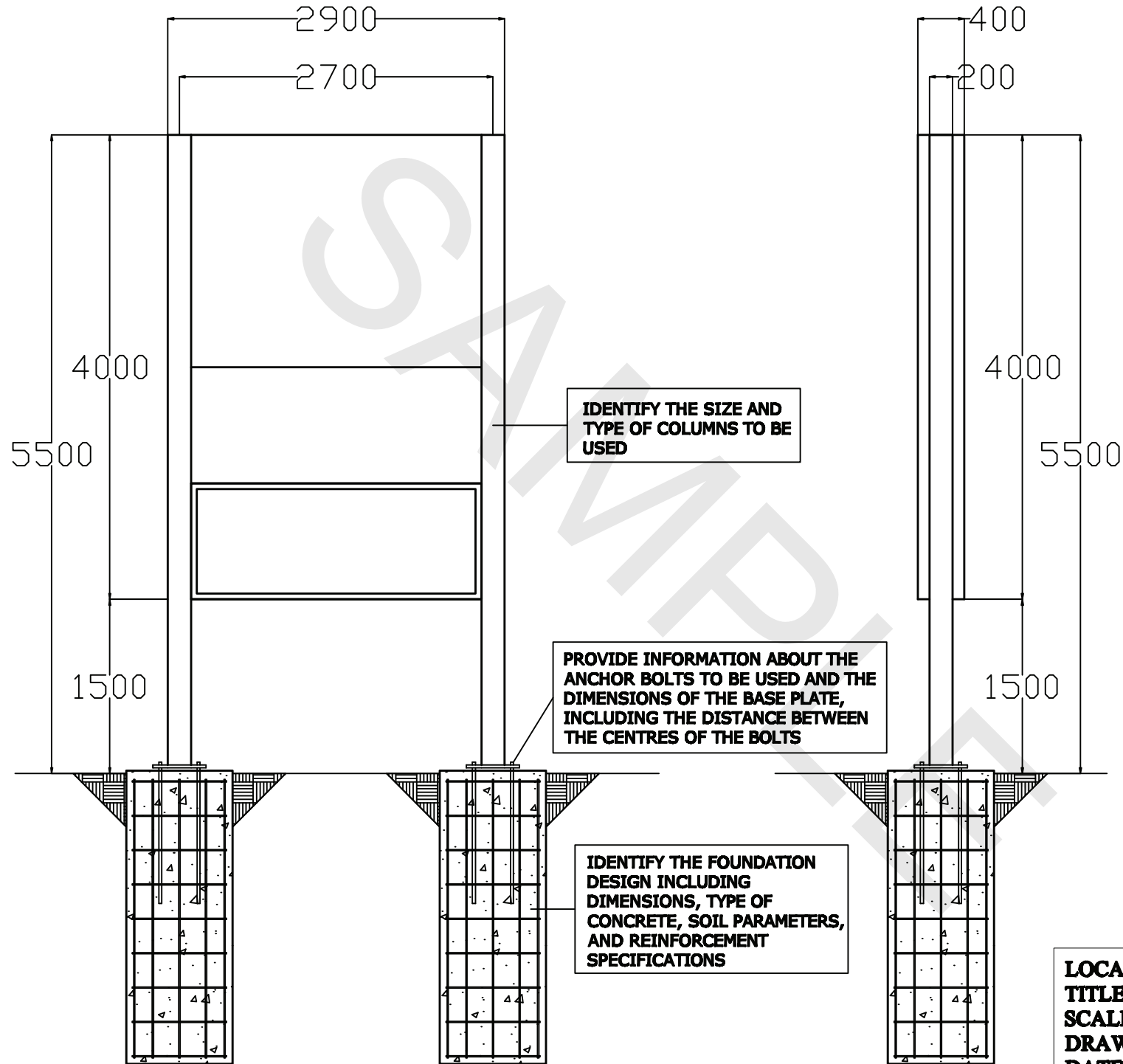
LOCATION: 123 STREET
TITLE: ELEVATIONS
SCALE: x:xxx
DRAWING #: 2 OF 5
DATE: xx/xx/xx





IF THE SIGN WILL CONTAIN READOGRAPH COPY (SIGN COPY WHICH DISPLAYS ALPHANUMERIC CHARACTERS WHICH IS CHANGED EITHER MANUALLY OR ELECTRONICALLY), IDENTIFY THE DIMENSIONS OF THE READOGRAPH DISPLAY

LOCATION: 123 STREET
TITLE: GROUND SIGN 1
SCALE: x:xxx
DRAWING #: 4 OF 5
DATE: xx/xx/xx



LOCATION: 123 STREET
TITLE: GROUND SIGN 2
SCALE: x:xxx
DRAWING #: 5 OF 5
DATE: xx/xx/xx