

## NOTIFICATION SIGN REQUIREMENTS

A public notification sign advertising the development proposal on the subject lands shall be installed in accordance with the following requirements and specifications:

- (a) the sign shall be erected within **14 days** of the Collaborative Application Process (CAP) submission being accepted by the City. A Declaration of Notice Sign Posting shall be submitted to the City;
- (b) the wording of the sign shall be approved by the Planning and Building Services Department. The applicant shall consult with the assigned planner with respect to the information that is to be included on the sign;
- (c) **LOCATION:** the sign must be clearly visible and legible from a public highway or other place to which the public has access. One sign shall be erected at approximately the midpoint of the frontage of the property. In the case of a flankage/corner lot, a sign shall be erected on **EACH FRONTAGE** of the property;
- (d) **INSTALLATION:** to accommodate people with impaired vision or mobility, signs should be mounted at a height that ensures text is positioned between 1.2 and 1.5 metres above the ground or finished surface. The top of the sign when mounted should be 1.6 to 1.7 metres above grade and free from any obstruction; and,
- (e) **NOTE:** the Applicant and/or Owner of the lands shall be responsible for preparing, erecting and maintaining the sign, the removal of same, and for all costs involved.

### SIGN SPECIFICATIONS/REQUIREMENTS

A fillable public notification sign template is provided for use to produce the sign.

- (a) **Font, Colour, Text Size and Logo:** alterations to the template are not permitted
- (b) **Sign Dimensions:** 24 inches x 36 inches
- (c) **Submission File Number:** A file number will be assigned by Development Planning upon receipt of a complete CAP submission
- (d) **Proposal Summary:** Include a brief description of the development proposal and form of development

*Richmond Hill*

# NOTICE

**Proposal:**

A proposal has been submitted for review for a

**Reference #:** PRE-23-

**IMPORTANT NOTICE:** *Planning Act* applications have not yet been submitted for this proposal.  
No approvals have been granted for this project.

Information related to the submission is available for inspection during regular business hours at the municipal offices of the City of Richmond Hill, or by sending an email to: [planning@richmondhill.ca](mailto:planning@richmondhill.ca) or by calling 905-771-8910.

# DECLARATION OF NOTICE SIGN POSTING

## DECLARATION OF NOTICE SIGN POSTING

IN THE MATTER of a

Notice of Submission

FOR lands described as \_\_\_\_\_  
(legal description)

City Submission File: PRE- \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_ in  
(name) (town or city of residence)  
the Province of Ontario,

### I HEREBY CERTIFY:

1. That I did on \_\_\_\_\_ cause to be posted a notice, clearly  
(date)  
visible and legible from a public highway or other place to which the public has access, at every separately assessed property within the subject land at the location known municipally as \_\_\_\_\_  
(subject property address(es))  
and as shown in the attached photo to this my Declaration.
2. That the public highway or place to which the public has access referred to in statement one of this my Declaration is: \_\_\_\_\_  
(street name or name of place)

Signature of Owner or authorized Agent: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Name of Firm (if applicable): \_\_\_\_\_