



The applicant is responsible for purchasing and installing informational signage on the site. If you have any questions, please contact the Development Applications Clerk at 604-276-4395.

Content

The outline of the development site, as given in the application, must be outlined in **BLUE** for a *Heritage Alteration Permit Application*. The Development Applications Department, by letter, will provide the appropriate text for the sign shortly after the application has been submitted to the City of Richmond. Should the intent of the application change, it is the applicant's responsibility to ensure that the signage is altered as appropriate. A digital copy of the proposed sign must be provided to the Development Applications Department for review and approval prior to posting the sign on the property.

Size

Signs should be approximately 1.2 m x 2.4 m.

Location

Signs must be placed so that they can be clearly read from streets and be clear of all site obstructions.

When placed at ground level the sign should be located within the site, approximately 3.0 m from any property line. The top of the sign should be approximately 2.4 m high.

When secured to the face or outside of a building the top of a sign should not be more than 4.8 m from the ground.

Installation

Unless secured to a building, the sign should be supported only by posts and poles.

Signs must be installed in a sound, workmanlike manner, capable of withstanding wind and weather.

Signs must be posted and maintained, by the applicant, until Council has made a final decision.

Installation Notification

The applicant or agent must advise the Development Applications Department when signs have been installed on site. The *Heritage Alteration Permit Application* will not normally be considered unless the required sign has been in place for 14 days prior to eligibility for issuance.

Removal

The sign must remain in place until a final decision on the application has been made. The sign **must be removed** from the site no later than **14 days** after permit issuance.

Colours:
 Black
 Pantone Reflex Blue C
 Pantone Red 032 C
 Pantone Yellow C


Arial Bold
 All Caps
 250pt
 Arial Bold
 200pt
 10pt rule
 Arial Bold
 200pt
 Arial Regular
 130pt

Heritage Alteration Permit Application
Application No. <number>

Address
 The City of Richmond has received an application to
 <outline description of project> _____

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

richmond.ca



Public input:
 Input on the application may be received throughout the process up to and including the Standing Committee.

Project milestones

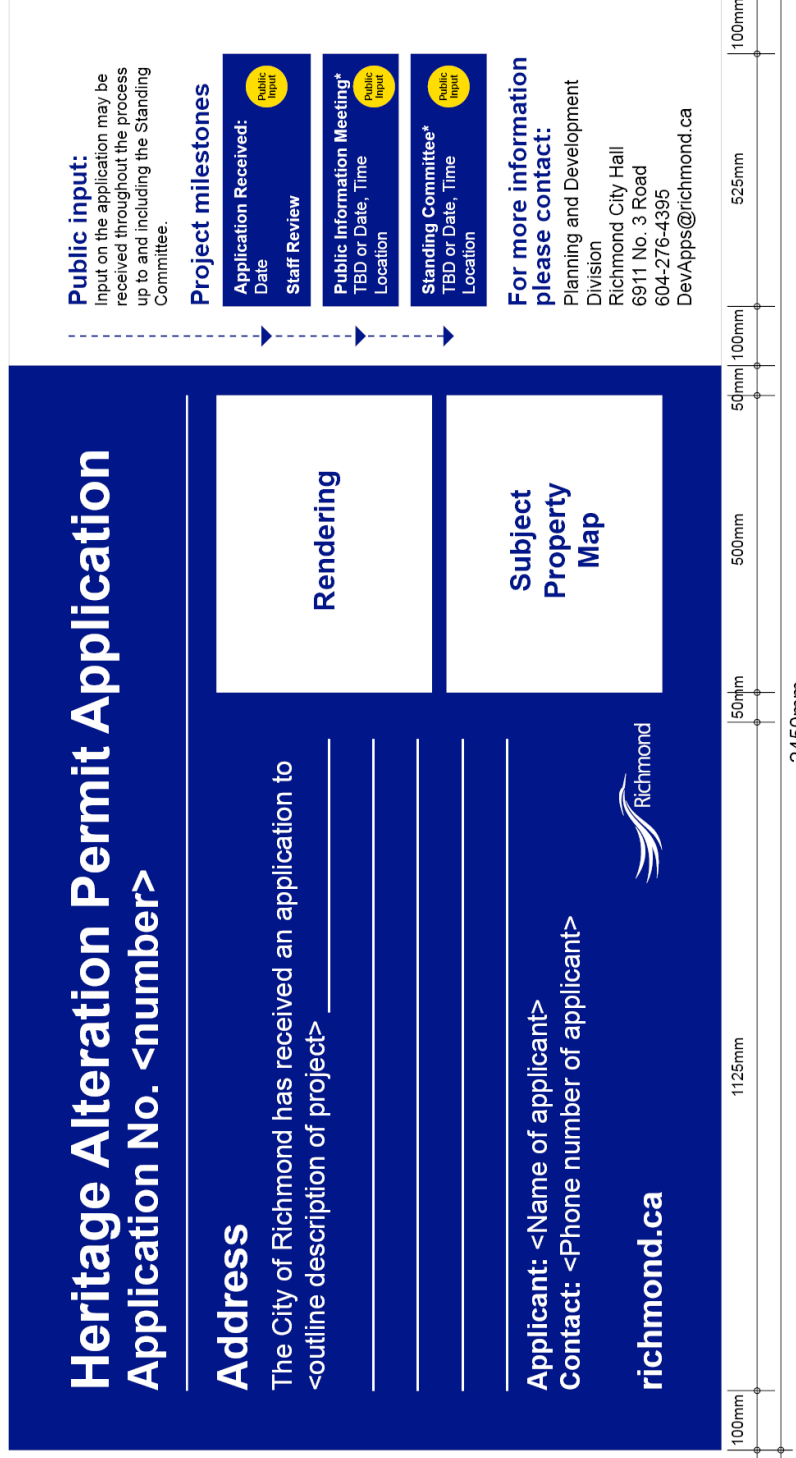
Application Received: Public input
 Date
 Staff Review

Public Information Meeting* Public input
 TBD or Date, Time
 Location

Standing Committee* Public input
 TBD or Date, Time
 Location

For more information please contact:
 Planning and Development
 Division
 Richmond City Hall
 6911 No. 3 Road
 604-276-4395
 DevApps@richmond.ca

Arial Bold 120pt
 Arial Regular 80pt
 Arial Bold All Caps 120pt
 Arial Bold 80pt
 Arial Regular 80pt
 Circle diameters: 70mm
 Arial Bold 118pt
 Arial Regular 90pt



*Public Information Meeting details to be included only as applicable.
 *The name and details of the applicable standing committee meeting to be included.

- Specifications:**
1. Blue background (Reflex Blue) with white Arial lettering.
 2. Site map will have white background with blue lines.
 3. The map will show the project location, adjoining roads and properties, address and north arrow.



City of
Richmond

Notification of Sign Placement for a Heritage Alteration Permit Application

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca

Contact: 604-276-4395

Date: _____

Project Location: _____

File No.: _____

(Place photograph here.)

The photograph should clearly indicate:

- a) The sign's placement; and
- b) The text on the sign.

I hereby certify that the sign depicted in the above photograph has been placed on the site of our *Heritage Alteration Permit Application*.

Applicant's Signature

A change of intent will require you to amend your sign. The sign must be maintained until Council approves or denies the application and must be removed.

This form should be returned to City of Richmond, Development Applications Department, 6911 No. 3 Road, Richmond, BC V6Y 2C1 or by email to PlanningDevelopment@richmond.ca with one or more photographs clearly showing the sign and its placement.