



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 **RED** for a *Official Community Plan Amendment*. 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. Staff will provide updated information for public input opportunities to be added to the sign as the application progresses. Should the intent of the application change, it is the applicant's responsibility to ensure that the signage is altered as appropriate.

### 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. Where a site abuts two separate but unconnected improved public roads, two identical signs must be placed on the site, one on each road.

When placed at ground level the sign should be located within the site, approximately 3 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 *Official Community Plan Amendment* will not normally be considered by Council unless the required sign has been in place for 14 days prior to the meeting.

### Removal

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

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

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

# Official Community Plan Amendment

## Application No. <number>

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### Address

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

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

**richmond.ca**

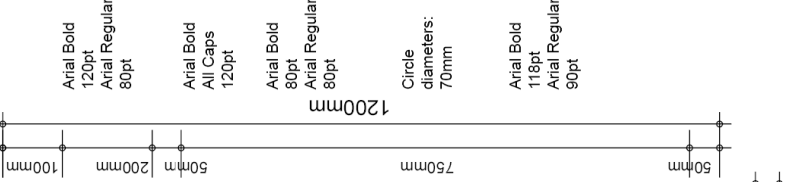


**Public input:**  
 Input on the application may be received throughout the process up to and including the Public Hearing.

**Project milestones**

Application Received: Date	Public input
Staff Review	Public input
Public Hearing TBD or Date, Time Location	Public input

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



**Specifications:**

1. Red background (Red 032) with white Arial lettering.
2. Site map will have white background with red 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 Official Community Plan Amendment

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

[www.richmond.ca](http://www.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  
*Official Community Plan Amendment*.

\_\_\_\_\_  
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.