



# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Wayne Craig  
Director, Development

**Date:** January 10, 2020  
**File:** 08-4100-01/2019-Vol 01

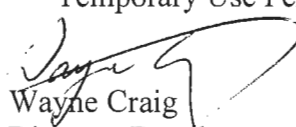
**Re: Council Referral on Signage Improvements for Rezoning and Development Projects – Revised Report**

### Staff Recommendation

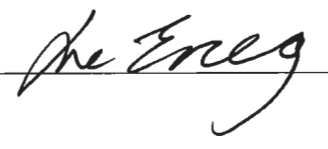

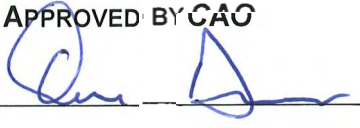
1. That Richmond Official Community Plan Bylaw No. 9000, Amendment Bylaw 10125, introducing Official Community Plan (OCP) signs, be introduced and given first reading;
2. That Bylaw 10125, having been considered in conjunction with:
  - the City's Financial Plan and Capital Program; and
  - the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the *Local Government Act*.

3. That Bylaw 10125, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.
4. That Richmond Zoning Bylaw No. 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given first reading; and
5. That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given first reading.

  
Wayne Craig  
Director, Development  
(604-247-4628)

WC:ss  
Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
City Clerk	<input checked="" type="checkbox"/>	
Customer Service	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

At the April 17, 2018 Planning Committee Meeting, the following referral motion was passed:

*That staff look at improving signs for rezoning and development projects that will communicate the projects better, hopefully increase neighbourhood engagement and enhance upon the ways the City connects with citizens.*

A Staff Report dated April 10, 2019 was prepared in response to the referral (Attachment A), providing information on the current signage requirements in the City of Richmond and other municipalities in the Metro Vancouver region and recommending a number of changes to existing standards.

The Staff Report was considered at the May 7, 2019 Planning Committee Meeting and the following motion was passed:

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given first reading; and*

*That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given first reading.*

The Staff Report was subsequently considered at the May 13, 2019 Council Meeting where following motion was passed:

*That the Staff Report titled "Signage Improvements for Rezoning and Development Projects" from the Director, Development dated April 10, 2019 be referred back to staff to further refine the proposed sign specifications.*

Discussion centered around additional modifications including the use of more general language on the signs for project descriptions, adjusting the font size in some locations (City contact information), incorporating renderings of the project where possible, the use of additional colours and further highlighting the information regarding when the project will be considered at Public Hearing.

A revised set of signage responding to these comments has been prepared and is attached to this Staff Report (Attachment B).

Related Reports, outlining amendments to the Heritage Procedures Bylaw (including signage improvements) and changes to notification requirements for developments (City Clerk's department) will be considered in separate reports.

This Staff Report supports Council's Strategic Plan 2018-2022 Goal #6 Strategic and Well-Planned Growth and Strategy #8 – An Engaged and Informed Community:

*6.1 Ensure an effective OCP and ensure development aligns with it; and*

*8.2 Ensure citizens are well-informed with timely, accurate and easily accessible communication using a variety of methods and tools.*

### **Findings of Fact**

As outlined in the Staff Report dated April 10, 2019 (Attachment A), the City of Richmond has established signage requirements for most development application types through the adoption of measures in the Zoning Bylaw No. 8500, in accordance with the provisions of the *Local Government Act*. In the past, these signage requirements were not applied to all types of development applications through bylaws although common for signs to be installed at staffs' request. This Report includes recommendations to entrench standards through the introduction of bylaw requirements for signage across all development application categories. This requires amendments to the Zoning Bylaw No. 8500, the Official Community Plan No. 9000 and the Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273.

Heritage related sign requirements will be addressed in a related Staff Report in conjunction with other amendments to the Heritage Procedures Bylaw.

It should be noted that the proposed changes to signage requirements outlined in this Staff Report are in addition to the statutorily prescribed notice requirements that the City would continue to satisfy as outlined in the *Local Government Act*.

### **Analysis**

The main purpose of the application sign is to inform members of the public that an application has been made.

The current signage requirements for Rezoning (including Text Amendments), Development Permit, and Development Variance Permit applications require the following:

- The City's project file number.
- The project address.
- The present zone.
- The proposed new zone.
- A general description of the proposed development project.
- The applicant's name.
- The appropriate phone number of a City contact for further information.
- A location map.

With these requirements, the signs provide basic information about the application.

The applicant is responsible for the cost and installation of the sign or signs on the site.

### Signage Improvements

The improvements envisioned for the City's development application signage aim to improve the appearance of the signs as well as the accessibility of information on current applications under consideration. The signs include all of the new information outlined in the Staff Report dated April 10, 2019 (Attachment A) including the addition of a rendering on Development Permit signs.

A rendering is included only on Development Permit signs for a number of reasons. Certain applications cannot be represented by an image e.g. a Development Variance Permit to reduce parking requirements or a Zoning Amendment application to add an additional use. Bylaw requirements are not discretionary and as such it is not possible to require a rendering for certain applications and not for others. Furthermore, the Development Permit stage is the stage when the detailed design of the development is confirmed. Including an image prior to this stage would risk confusion for members of the public should there be any changes to the design prior to Development Permit.

Further enhancements to the signs presented here include; additional changes to the format, colour, font size, language used; and the addition of the City webpage and logo on the signs.

An effort has been made to ensure the signage appears more current and easy to read while retaining elements of the existing signage (including some blue and red colours) so that community members will continue to recognize the signs.

#### *Content*

The new signage would include:

- The City's project file number.
- The project address.
- The present zone (reference removed).
- The proposed new zone (reference removed).
- A general description of the proposed development project (simplified).
- The applicant's name.
- The applicant's contact information (NEW).
- The appropriate phone number of a City contact for further information.
- Project Milestones (NEW).
- Information on public input opportunities (NEW).
- City website (NEW).
- City logo (NEW).
- A location map.
- A rendering (image) of the proposed development at Development Permit stage (NEW).

#### *Image/Colour*

The design of the sign has been modernized without losing some familiar design elements (base colour). The revised sign provides the larger font for the title, file number and City website. This provides higher visibility for those passing by quickly.

Information on opportunities for public input into the process is included on the right hand side of the sign for those looking to review the sign in more detail. In this section, the spaces designated for future information on Public Hearing or Development Permit Panel date/time will be added inside a blue or red box as the information becomes available (more information on this is in Attachment A). The addition of colour in this section will ensure the new information (blue or red box added with date/time when available) stands out on the sign. Yellow circles are also used to highlight opportunities during the project milestones for public input.

#### *Language*

The language to be used in the description on future signage will be more general and easier for community members to understand. Where previously an application was described on the sign as rezoning from one zone to another, the new approach will focus on describing the intent of the application in more simple terms.

#### *Revised Text*

Changes have been made to the location and size of City contact information. In this manner the application description is paired with the applicant contact information on the left hand side of the sign and the City contact information is grouped with the information on input opportunities on the right hand side.

#### *City Logo and Website*

The City's logo is included on the revised signage. The majority of applications involve private property and are not City initiated amendments. However the inclusion of the logo could be seen as a signal that the changes are being considered by Richmond City Council and may help prompt community members to contact staff for information or provide input on the application.

The signage also includes the City's website address.

#### Improved Access to Information

The City website address is included on the sign as a prompt to find more information on developments on the City website. While information on in-stream development applications is currently available on the website, plans are in place to look at enhancements to improve the accessibility of the information.

#### Next Steps

In order to implement the above revisions, amendments to Richmond Zoning Bylaw No. 8500, Official Community Plan Bylaw 9000 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 are required.

Amendments to the Zoning and Official Community Plan Bylaws require a Public Hearing. Amendments to the Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 do not. Staff propose coordinating the consideration of final adoption for all three amendment bylaws. This would see the consideration of final adoption to follow the conclusion of the Public Hearing and its associated readings.

It is worthwhile to note that the new signage templates will only apply to new applications following the adoption of the amending bylaws. Existing signage installed on development application sites prior to bylaw changes will be maintained.

**Financial Impact**

None.

**Conclusion**

This Staff Report responds to a Council referral to review development application signage to better communicate projects and increase citizen engagement. Staff recommend implementing the proposed signage changes to formalize the existing process and implement improvements. It is recommended that Richmond Official Community Plan No. 9000, Amendment Bylaw 10125, Richmond Zoning Bylaw No. 8500, Amendment Bylaw 10004 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005 be introduced and given first reading.



Suzanne Smith  
Program Coordinator, Development  
(604-276-4138)

SS:blg

Attachments:

Attachment A: Staff Report: Signage Improvements for Rezoning and Development Projects  
Attachment B: Updated Sign Specifications



# City of Richmond

## Report to Committee

**To:** Planning Committee

**Date:** April 10, 2019

**From:** Wayne Craig  
Director, Development

**File:** 08-4100-01/2019-Vol 01

**Re:** Signage Improvements for Rezoning and Development Projects

### Staff Recommendation

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given First Reading; and
2. That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given First Reading.

*Wayne Craig*  
Wayne Craig  
Director, Development  
(604-247-4625)

WC:ss  
Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  City Clerk Customer Service Law	<b>CONCURRENCE</b>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b>  <i>Wayne G. for Soc. Exec.</i>
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  <i>WC</i>	<b>APPROVED BY CAO</b>  <i>George Duncan</i>

## **Staff Report**

### **Origin**

At the April 17, 2018 Planning Committee meeting, the following referral motion was passed:

*That staff look at improving signs for rezoning and development projects that will communicate the projects better, hopefully increase neighbourhood engagement and enhance upon the ways the City connects with citizens.*

This report responds to the referral by providing information on the current signage requirements in the City of Richmond and other municipalities in the Metro Vancouver region and recommending a number of changes to existing standards. These changes are anticipated to improve communication on development projects and better engage local residents. A related report on development application notification requirements is being brought forward by the City Clerk's Office.

### **Findings of Fact**

In accordance with provisions in the *Local Government Act*, the City of Richmond has established signage requirements for different development application types through the adoption of measures in the Zoning Bylaw 8500, and the Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273.

While there are currently no formal bylaw-based signage requirements for Official Community Plan (OCP) Amendment and Temporary Use Permit (TUP) applications, a consistent process is employed for these types of applications. Historically, signs have been required for Official Community Plan Amendment applications and signs for Temporary Use Permit applications have been considered on a case by case basis. This report includes recommendations to update this process with the introduction of bylaw requirements for signage across these categories. Heritage Alteration Permit (HAP) sign requirements will be addressed in a future staff report in conjunction with other amendments to the Heritage Procedures Bylaw.

It should be noted that the proposed changes to signage requirements outlined in this report are in addition to the statutorily prescribed notice requirements that the City would continue to satisfy as outlined in the *Local Government Act*.

### **Current Procedures for Signage**

The current process for rezoning (including text amendments) and development applications begins with receipt of the application followed by an acknowledgement letter from City staff. The letter contains the required wording for the signage to be posted on the property. If a development site has multiple street frontages, signs will be posted on each road frontage. The applicant is required to install the sign or signs on the development site and maintain the signage throughout the application review process. Applicants are required to provide staff with verification that the signage has been installed.



The main purpose of the application sign is to inform members of the public that an application has been made. Contact information is included on the sign so that any interested party can access additional information and provide input into the process. Staff document any correspondence received (emails, letters) in reports to Council for the Planning Committee and the Development Permit Panel, respectively. The public also has the ability to delegate at Planning Committee, Council and the Public Hearing for rezoning, OCP Amendment and Temporary Use Permit applications or at the Development Permit Panel Meeting for Development Permits and Development Variance Permits.

## **Analysis**

### **Current Signage Requirements**

The current signage requirements for Rezoning (including Text Amendments), Development Permit, and Development Variance Permit applications require the following: the City's project file number, the project address, the present zone, the proposed new zone, a general description of the proposed development project, the applicant's name, the appropriate phone number of a City contact for further information, and a location map. The applicant is responsible for the cost and installation of the sign or signs on the site.

With these requirements, the signs provide basic information about the application. Due to the consistent use of background colors of red and blue, the signs are easily recognizable by the public as a being associated with a development project. Including the City's contact information also allows people to provide input and ask questions about proposed developments.

### **Signage Requirement Research**

In considering improvements to the development application signage, staff conducted an environmental scan of signage requirements in other municipalities in Metro Vancouver and compared them with the City's signage requirements and processes (Attachment 1). The results of the scan determined that:

- Most municipalities require applicants to produce the signs.
- A limited number of signs in Metro Vancouver municipalities include a Public Hearing date.
- Most signs include both the municipality and the applicant's contact information.
- Most signs are 4 ft. x 8 ft. in size.
- Some municipalities require a rendering of the proposed development, and all require a location map.
- All municipalities require a sign on each road frontage.
- The timeframe within which a sign has to be posted varies across the municipalities, but is typically at least 14 days prior to a Public Hearing or Council date.

### Recommendations

Based on the review of signage procedures and requirements and internal discussion of the pros and cons of different approaches, staff have identified a few specific changes to improve the quality of development application signs in the City which would lead to better communication and engagement with citizens.

The proposed changes to development application signs include:

- 1) ***Signs to include project milestones.*** The sign template has been modified to include a section highlighting key project milestones for the application.
  - All development application sign types to include the date the application was received.
  - Rezoning (including Text Amendments), OCP Amendment and Development Permit application signs to include the ability to add details regarding a Public Information Meeting where applicable. This meeting type is employed for early input on large, complex and/or controversial projects.
  - Rezoning (including Text Amendments) and OCP amendment application signs to include the date of the Public Hearing once assigned.
  - Temporary Use Permit application signs to include the date of the Public Hearing.
  - Development Permit and Development Variance Permit application signs to include the Development Permit Panel meeting date.
- 2) ***Signs to include public input opportunities.*** The proposed new template includes wording regarding opportunities for public input throughout the process as well as meetings that are open to public input:
  - Information to residents about opportunities to provide input and when decisions will be made.
  - Note: each sign will need to be updated by the applicant with the date, time and location of any upcoming meetings a minimum of 14 days prior to the meeting. Provision for this change is included in the new template. Staff have been in contact with a number of sign companies in Richmond to confirm that this process is achievable. This approach has been used elsewhere in the region. The applicant is to provide staff with verification of the updated sign once completed.
- 3) ***Signs to include renderings, where appropriate.*** Renderings are proposed to be required and included on Development Permit application signs as they address the form and character of planned developments. Renderings are coloured, perspective drawings of the proposed development in context. Staff will advise the applicant which rendering to include on the sign.

- Renderings add a visual element that may encourage people to read the signs and see what the proposed development may look like.

**4) Signs to include applicant contact information.**

- In addition to having a staff contact on the sign, the public would also have direct contact with the applicant for any questions regarding the development.

The City process for ensuring development application signage on sites will remain largely the same as the current process with the exception of confirming the update of pertinent meeting information on the signs. The information posted on signs will continue to be reviewed and approved by staff prior to being posted on-site. The proposed changes will result in both reinforcing the existing signage process and better highlighting the opportunities for public input on development applications.

The updated signage templates incorporating the above noted enhancements for Rezoning, Development Permit, and Development Variance Permit applications and formalized sign specifications for Temporary Use Permit and Official Community Plan (OCP) Amendment applications are included in Attachment 2.

It is worthwhile to note the proposed new signage will continue to feature a solid red (Rezoning, OCP amendment, Temporary Use Permit) or blue (Development Permit, Development Variance Permit) background as the current signs do which will ensure they are easily recognizable to community members.

**Next Steps**

In order to implement the above revisions, amendments to Richmond Zoning Bylaw 8500 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 are required.

Staff propose concurrent adoption of the two amendment bylaws. Amendments to the Zoning Bylaw 8500 require a Public Hearing. Amendments to the Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 do not. Staff propose holding final adoption of the Procedure Bylaw so both bylaws could be considered for adoption at the first Council Meeting following the Public Hearing.

It is worthwhile to note that the new signage templates will only apply to new applications following the adoption of the amending bylaws. Existing signage installed on development application sites prior to bylaw changes will be maintained.

**Financial Impact**

None.

April 10, 2019

- 6 -

### **Conclusion**

This report responds to a Council referral to review development application signage to better communicate projects and increase citizen engagement. Staff recommend implementing the proposed signage changes to both formalize the existing process and make those improvements. It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10004 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005 both be introduced and given First Reading.



Suzanne Smith  
Program Coordinator, Development  
(604-276-4138)

SS/NC:blg/rg

### Attachments:

Attachment 1: Summary Table of Signage Requirements in Other Municipalities

Attachment 2: Updated Sign Specifications.

Jurisdiction	Type of Application*	Produced by City or Applicant		Public Hearing Date is Included	Contact Information Listed on Sign			Signage Size	Development Rendering is Included	One Sign is Posted on Each Frontage	Location Map is Included	When Sign is Posted
		City	Applicant		City	Applicant	Both					
Richmond (current)	DP, DVP, RZ		•		•			•		•	•	Within 3 weeks of receiving acknowledgement letter
Richmond (proposed)	DP, DVP, HAP, OCP amendment, RZ, TUP		•	•			•	•	•	•	•	Within 3 weeks of receiving acknowledgement letter. It is updated with Public Hearing date a minimum of 14 days before Public Hearing
Burnaby	RZ		•	•			•	•		•	•	10 days before Public Hearing
Coquitlam	LUC discharge, OCP amendment, RZ		•			•		•	•	•	•	No later than 2 weeks before scheduled Council Date.
Delta	DP, DVP, HAP, LUC and OCP amendments, RZ, SD, TUP		•				•	4x6 ft		•	•	Not more than 10 days after submitting an application
City of Langley	RZ	• Approx. \$600		•			•	•		•	•	Prior to Public Hearing. After 2 <sup>nd</sup> reading of zoning amendment
Township of Langley	LUC discharge or amendment of HRA that includes land use change, RZ		•				•	•		•	•	At least 14 days prior to proceeding to a Public Hearing
New Westminster	RZ		•		•			•	•	•	•	At least 14 days prior to Advisory Planning Commission meeting date
North Vancouver	DP, LUC amendment and discharge, RZ, SD, TUP		•				•	•	•	•	•	Maximum of 20 days following submission of application
Surrey	DP, LUC amendment and discharge, NCP amendment, OCP amendment of RZ, SD, TUP		•				•	•		•	•	At least 2 weeks prior to application being forwarded to Council
Vancouver	DP, RZ		•	•			•	•	•	•	•	No later than 14 days prior to a City-hosted rezoning open house for the project

\*Acronyms of Application Types

DP: Development Permit

NCP: Neighbourhood Concept Plan

DVP: Development Variance Permit

OCP: Official Community Plan

HAP: Heritage Alteration Permit

RZ: Rezoning

HRA: Heritage Revitalization Agreements

SD: Subdivision

LUC: Land Use Contract

TUP: Temporary Use Permit

4. Red background (Warm Red) with white Helvetica Medium lettering.
5. Site map will have white background with red lines.
6. The map will show the project location, adjoining roads and proposed



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All Caps  
250pt

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200pt

10pt rule

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200pt

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130pt

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PLN - 78

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130pt

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100pt  
Arial Regular  
100pt

**TEMPORARY USE PERMIT APPLICATION**  
Application No. <number>

**Address**  
<Name of applicant> has applied to the City of  
Richmond for permission to <outline description of  
project>

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

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

**Subject  
Property  
Map**

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

**PROJECT MILESTONES**  
Application Received:  
Date \_\_\_\_\_ Staff Review  
Public Hearing  
TBD or Date, Time  
Location

Circle  
diameters:  
70mm  
Arial Bold  
80pt  
Arial Regular  
80pt

100mm 100mm 50mm 500mm 525mm 100mm  
1200mm 780mm 50mm 200mm 50mm

100mm 1125mm 50mm 500mm 525mm 100mm  
2450mm

## SPECIFICATION

1. Red background (Warm Red) with white Helvetica Medium 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.



Arial Bold  
All Caps  
250pt

Arial Bold  
200pt

10pt rule

Arial Bold  
200pt

Arial Regular  
130pt

PLN - 173  
PLN - 79

Arial Bold  
130pt

Arial Bold  
100pt  
Arial Regular  
100pt

**DEVELOPMENT PERMIT APPLICATION**  
Application No. <number>

**Address**  
<Name of applicant> has applied to the City of  
Richmond for permission to <outline description of  
project>

**Rendering**

**Subject  
Property  
Map**

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

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

**PUBLIC INPUT:**  
Input on the application may be received  
throughout the process up to and  
including the Development Permit Panel.

**PROJECT MILESTONES**  
Application Received:  
Date  
Staff Review  
Public Information Meeting\*  
TBD or Date, Time  
Location  
Development Permit Panel  
TBD or Date, Time  
Location

Circle  
diameters:  
70mm  
Arial Bold  
80pt  
Arial Regular  
80pt

100mm 1125mm 50mm 500mm 525mm 100mm 760mm 60mm 200mm 100mm 1200mm

2450mm

\*Public Information Meeting details to be included only as applicable.

## SPECIFICATION

1. Blue background (Reflex Blue) with white Helvetica Medium 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.

Arial Bold  
All Caps  
250pt

Arial Bold  
200pt

10pt rule

Arial Bold  
200pt

Arial Regular  
130pt

PLN - 174  
PLN - 80

Arial Bold  
130pt

Arial Bold  
100pt  
Arial Regular  
100pt

DEVELOPMENT VARIANCE PERMIT APPLICATION	
Application No. <number>	
<b>Address</b> <Name of applicant> has applied to the City of Richmond for permission to <outline description of project>	<b>Subject Property Map</b>
<b>Applicant: &lt;Name of applicant&gt;</b> <b>Contact: &lt;Phone number of applicant&gt;</b>	<b>PUBLIC INPUT:</b> Input on the application may be received throughout the process up to and including the Public Hearing.
<b>For more information please contact:</b> Planning and Development Department Richmond City Hall, 6911 No. 3 Road 604-276-4395   DevApps@richmond.ca	<b>PROJECT MILESTONES</b> Application Received: Date Staff Review Development Permit Panel TBD or Date, Time Location

### SPECIFICATION

1. Blue background (Reflex Blue) with white Helvetica Medium 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.

Colours:

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

Arial Bold  
All Caps  
250pt

Arial Bold  
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10pt rule

Arial Bold  
200pt

Arial Regular  
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Arial Bold  
130pt

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160pt

Arial Bold  
120pt  
Arial Regular  
80pt

Arial Bold  
All Caps  
120pt

Arial Bold  
80pt  
Arial Regular  
80pt

Circle  
diameters:  
70mm

Arial Bold  
100pt  
Arial Regular  
68pt

# Rezoning Application

## Application No. <number>

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### Address

The City of Richmond has received and application to  
<outline description of project> \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**richmond.ca**

### Subject Property Map

**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 Information Meeting* TBD or Date, Time Location	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

100mm

1125mm

50mm

500mm

50mm

100mm

525mm

100mm

2450mm

\*Public Information Meeting details to be included only as applicable.



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

Arial Bold  
130pt

Arial Bold  
160pt

# Official Community Plan Amendment

## Application No. <number>

### Address

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

Subject  
Property  
Map

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  
Staff Review

Public  
Input

#### Public Information Meeting\*

TBD or Date, Time  
Location

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

\*Public Information Meeting details to be included only as applicable.

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

Development Permit Application		Application No. <number>	
<b>Address</b> The City of Richmond has received and application to <outline description of project>		<b>Rendering</b>	
Applicant: <Name of applicant> Contact: <Phone number of applicant>		<b>Subject Property Map</b>	
richmond.ca			
Public input: Input on the application may be received throughout the process up to and including the Development Permit Panel.		Project milestones: Application Received: Date Staff Review Development Permit Panel TBD or Date, Time Location	
For more information please contact: Planning and Development Department Richmond City Hall 6911 No. 3 Road 604-276-4395 DevApps@richmond.ca			

\*Public Information Meeting details to be included only as applicable.





**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

Arial Bold  
130pt

Arial Bold  
160pt

# Temporary Use Permit Application

## Application No. <number>

### Address

The City of Richmond has received and application to  
<outline description of project> \_\_\_\_\_

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

richmond.ca



### Subject Property Map

**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 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

100mm

200mm

50mm

750mm

1200mm

50mm

100mm

525mm

100mm

50mm

100mm

500mm

50mm

1125mm

2450mm



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10004 (Signage Improvements)**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:


1. Richmond Zoning Bylaw 8500, as amended, is further amended by deleting Section 2.4 [Notification Signs] in its entirety and replacing it with the following, in numerical order:

**“2.4 Notification Signs**

- 2.4.1 The applicant for rezoning amendment shall post a notification sign(s) on the **site** which must be maintained and continue to be erected a minimum of 14 days prior to and up to the date of the Public Hearing on the application.
- 2.4.2 All required notification signs for rezoning applications must comply with the specifications shown in Section 2.4.8.
- 2.4.3 The sign must indicate the project address, the **City’s** project file number, a general description of the **uses** which could be developed under the proposed **zone**, the applicant’s name and contact number, the **City’s** website address, the **City’s** logo, a location map, information on public input opportunities, and a **City** contact for further information.
- 2.4.4 When the **City** advises the applicant that the sign required is deficient, including new information on meeting dates that involve public input, all corrections and modifications to such signage must be completed as soon as possible and approved by the Director of Development not less than 14 days prior to the Public Hearing.
- 2.4.5 In every case, a sign shall be located on the **site** near the **front lot line**. A sign must be placed so as to be clearly visible from the fronting **road** but must not be located so as to interfere with pedestrian or vehicular traffic or obstruct visibility from **roads, lanes** or driveways.
- 2.4.6 Where the **site** also **abuts** a separate unconnected improved public **road**, a second sign shall be located **adjacent** to the second **road** as determined by the Director of Development or the Director’s designate.
- 2.4.7 A notification sign must be capable of withstanding weather, and be installed and maintained in a sound professional manner. A notification sign shall remain in place until **Council’s** final decision or the rezoning is abandoned. All signs shall be removed within 21 days of the completion of **Council’s** final decision or if the rezoning amendment application is abandoned.



#### 2.4.8 Rezoning Sign

<p><b>Colours:</b>          Black          Pantone Reflex Blue C          Pantone Red 032 C          Pantone Yellow C</p>	<p><b>Rezoning Application</b>  <b>Application No. &lt;number&gt;</b></p>	<p><b>Address</b></p>	<p>The City of Richmond has received and application to          &lt;outline description of project&gt;</p>	<p><b>Subject Property Map</b></p>	<p><b>Public input:</b>          Input on the application may be received throughout the process up to and including the Public Hearing.</p>	<p><b>Project milestones</b></p> <p>Application Received:          Date _____          Staff Review _____</p> <p>Public Information Meeting*          TBD or Date, Time _____          Location _____</p> <p>Public Hearing          TBD or Date, Time _____          Location _____</p>	<p><b>For more information please contact:</b>          Planning and Development          Department          Richmond City Hall          6911 No. 3 Road          604-276-4395          DevApps@richmond.ca</p>	<p><b>richmond.ca</b></p> <p></p>
<p>100mm</p>	<p>1125mm</p>	<p>50mm</p>	<p>500mm</p>	<p>50mm</p>	<p>100mm</p>	<p>525mm</p>	<p>100mm</p>	<p>2450mm</p>

Public Information Meeting details to be included only as applicable.

**Specificity:**

1. Red background (Red 032) with white Helvetica. Medium 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.

- 2.4.9 Notwithstanding Section 2.4.1, a notification sign is not required for **City-**initiated rezoning or text amendments.”
2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10004”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED



\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



**Development Permit, Development Variance Permit and Temporary  
Commercial and Industrial Use Permit Procedure Bylaw No. 7273  
Amendment Bylaw 10005 (Signage Improvements)**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, as amended, is further amended by deleting Section 1.2 [Sign Posting Requirements – Development Permits and Development Variance Permits] in its entirety and replacing it with the following, in numerical order:

**“1.2 Sign Posting Requirements – Development Permits, Development Variance Permits, and Temporary Use Permits**

- 1.2.1 After having complied with the requirements of the applicable provisions of section 1.1, an **applicant** for a **development permit**, a **development variance permit**, or a **temporary use permit** must:

- (a) post a clearly visible sign on the subject site indicating the intent of the **development permit**, **development variance permit**, or **temporary use permit**, whichever is applicable, within three weeks of being notified of the sign requirements by the **Director, Development**;
- (b) send a digital copy of the sign to the **Director, Development** for review and approval prior to posting on site;
- (c) inform the **Director, Development** when such sign has been posted, before the **development permit** application, **development variance permit** application, or **temporary use permit** application, whichever is applicable, will be presented to the Development Permit Panel; and
- (d) update the sign when informed of the meeting dates that involve public input as soon as possible, and notify the **Director, Development** for approval when such updates have been made prior to the Development Permit Panel.

- 1.2.2 The sign required under the provisions of clauses (a) and (b) of subsection 1.2.1:

- (a) must comply with the specifications shown on Schedule A, Schedule B, or Schedule C, whichever is applicable, all of which are attached and form a part of this bylaw including the project address, the **City’s**

project file number, a general description of the proposed development, the applicant's name and contact number, the **City's** website address, the **City's** logo, a location map, a rendering image for **development permits**, information on public input opportunities, and a **City** contact for further information; and

(b) does not apply to **development permit** applications for a **granny flat** or a **coach house**."

2. Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, as amended, is further amended by deleting Schedule A and Schedule B in their entirety and replacing them with Schedule A attached hereto.
3. This Bylaw may be cited as "**Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

SCHEDULE A to BYLAW NO. 7273

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

Arial Bold  
All Caps  
120pt

Arial Bold  
80pt

Arial Regular  
80pt

Circle  
diameters:  
70mm

Arial Bold  
100pt

Arial Regular  
69pt

Development Permit Application  
Application No. <number>

Address

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

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

richmond.ca

Rendering

Subject  
Property  
Map

Public input:  
Input on the application may  
be received throughout the  
process up to and including the  
Development Permit Panel.

Project milestones

Application Received:  
Date

Start Review

Development Permit Panel  
TBD or Date, Time  
Location

For more information  
please contact:

Planning and Development  
Department  
Richmond City Hall  
6911 No. 3 Road  
604-276-4395  
DevApps@richmond.ca

100mm

1125mm

50mm

500mm

50mm

100mm

525mm

100mm

2450mm

1200mm

750mm

50mm

50mm

100mm

50mm

100mm

50mm

100mm

\*Public Information Meeting details to be included only as applicable.

Specification:


1. Blue background (Reflex Blue) with white Helvetica Medium 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.

PLN - 91

6366222



**SCHEDULE B to BYLAW NO. 7273**

<p><b>Colours:</b></p> <ul style="list-style-type: none"> <li>Black</li> <li>Pantone Reflex Blue C</li> <li>Pantone Red 032 C</li> <li>Pantone Yellow C</li> </ul>	<h1 style="text-align: center;">Development Variance Permit Application</h1> <h2 style="text-align: center;">Application No. &lt;number&gt;</h2> <hr/> <h3 style="text-align: center;">Address</h3> <p>The City of Richmond has received and application to          &lt;outline description of project&gt; _____          _____          _____          _____</p> <p style="text-align: right;">  <b>richmond.ca</b> </p> <p>Applicant: &lt;Name of applicant&gt;          Contact: &lt;Phone number of applicant&gt;</p>	<p>Arial Bold 120pt              Arial Regular 80pt</p> <p>Arial Bold 120pt              All Caps 120pt</p> <p>Arial Bold 80pt              Arial Regular 80pt</p> <p>Circle diameters:              70mm</p>
<p>Arial Bold 130pt              All Caps 240pt</p> <p>Arial Bold 200pt              10pt rule</p> <p>Arial Bold 200pt</p> <p>Arial Regular 130pt</p>	<div style="background-color: #003366; color: white; padding: 10px; text-align: center;"> <h3>Subject Property Map</h3> </div> <div style="border: 1px dashed black; height: 100px; margin-top: 10px;"></div>	<p>Arial Bold 100pt              Arial Regular 60pt</p>

**Specification:**

1. Blue background (Reflex Blue) with white Helvetica Medium 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.

**SCHEDULE C to BYLAW NO. 7273**

**Colours:**

- Black
- Pantone Reflex Blue C
- Pantone Red 032 C
- Pantone Yellow C

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# Temporary Use Permit Application

## Application No. <number>


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## Address

The City of Richmond has received and application to  
<outline description of project> \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**richmond.ca**



### Subject Property Map

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

**Project milestones**

Application Received: Date _____ Staff Review	Public Hearing TBD or Date, Time _____ Location _____
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**For more information please contact:**  
Planning and Development Department  
Richmond City Hall  
6911 No. 3 Road  
604-276-4395  
[DevApps@richmond.ca](mailto:DevApps@richmond.ca)

Arial Bold 120pt    Arial Regular 80pt    Arial Bold 100pt    Arial Regular 68pt

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

50mm    100mm    200mm    50mm    750mm    50mm    100mm    525mm    50mm    100mm    500mm    50mm    1125mm    100mm

2450mm

**Specification:**

1. Red background (Red 032) with white Helvetica. Medium 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.



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**Richmond Official Community Plan Bylaw 9000,  
Amendment Bylaw 10125 (Signage Improvements)**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

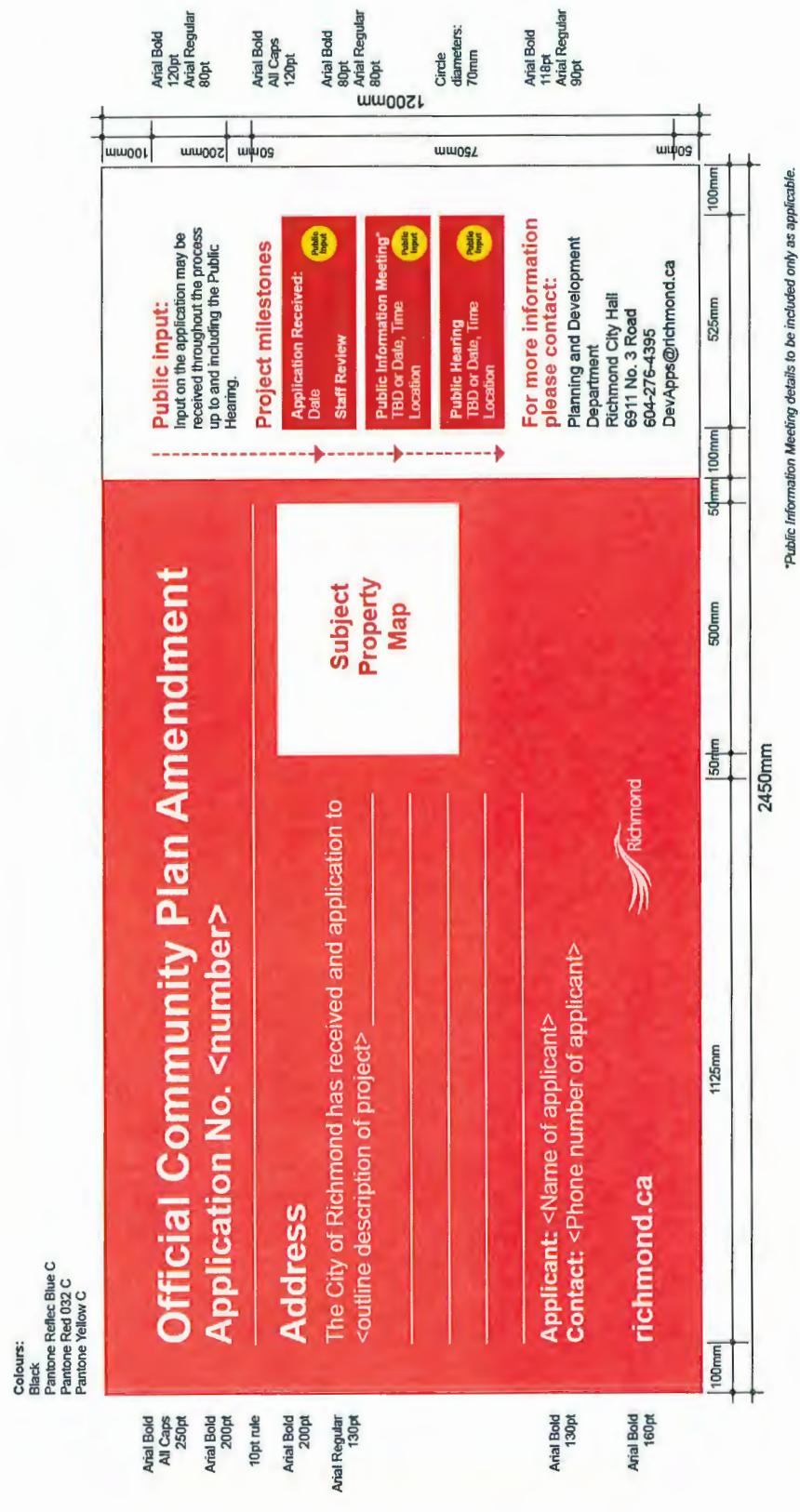
1. Richmond Official Community Bylaw 9000, as amended, is further amended by adding under Section 13.1.4 [OCP Monitoring, Review and Amendments] the following:

“c) notification signs are required when an application is made to amend the OCP:

- an applicant for an amendment to the OCP must post a notification sign(s) on the site;
- sign must be maintained and continue to be erected a minimum of 14 days prior to and up to the date of the Public Hearing on the application;
- sign must remain in place until City Council’s final decision or the OCP amendment application is abandoned;
- all signs must be removed within 21 days of the completion of Council’s final decision or if the OCP amendment application is abandoned;
- sign must indicate the project address, the City’s project file number, a general description of the purpose of the OCP amendment, the applicant’s name and contact number, the City’s website address, the City’s logo, a location map, information on public input opportunities, and a City contact for further information;
- all required notification signs for rezoning applications must comply with the specifications shown in the figure below:



OCP Amendment Notification Sign Specifications



- if the City advises the applicant that the sign is deficient, including new information on meeting dates that involve public input, all corrections and modifications must be completed as soon as possible and approved by the Director of Development not less than 14 days prior to the public hearing in respect of the OCP amendment application;
- sign must be located on the site near the front lot line, and be placed so as to be clearly visible from the fronting road, but not be located so as to interfere with pedestrian or vehicular traffic or obstruct visibility from roads, lanes or driveways;
- where the site also abuts a separate unconnected improved public road, a second sign must be located adjacent to the second road as determined by the Director of Development or the Director's designate;
- sign must be capable of withstanding weather, and be installed and maintained in a sound professional manner; and
- notwithstanding the above, a notification sign is not required for City-initiated OCP amendments.”.

2. This Bylaw may be cited as “**Richmond Official Community Bylaw 9000, Amendment Bylaw 10125**”.



FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER