NEW WESTMINSTER

Development Information Sign Requirements

Last Updated: January 2026

Development Information Signs

All applicants applying for Zoning Bylaw Amendments (rezonings) or Heritage Revitalization Agreements (HRAs) are required to post signs on the application site.

Sign Specifications

The requirements for Rezoning Application Information Signs are as follows:

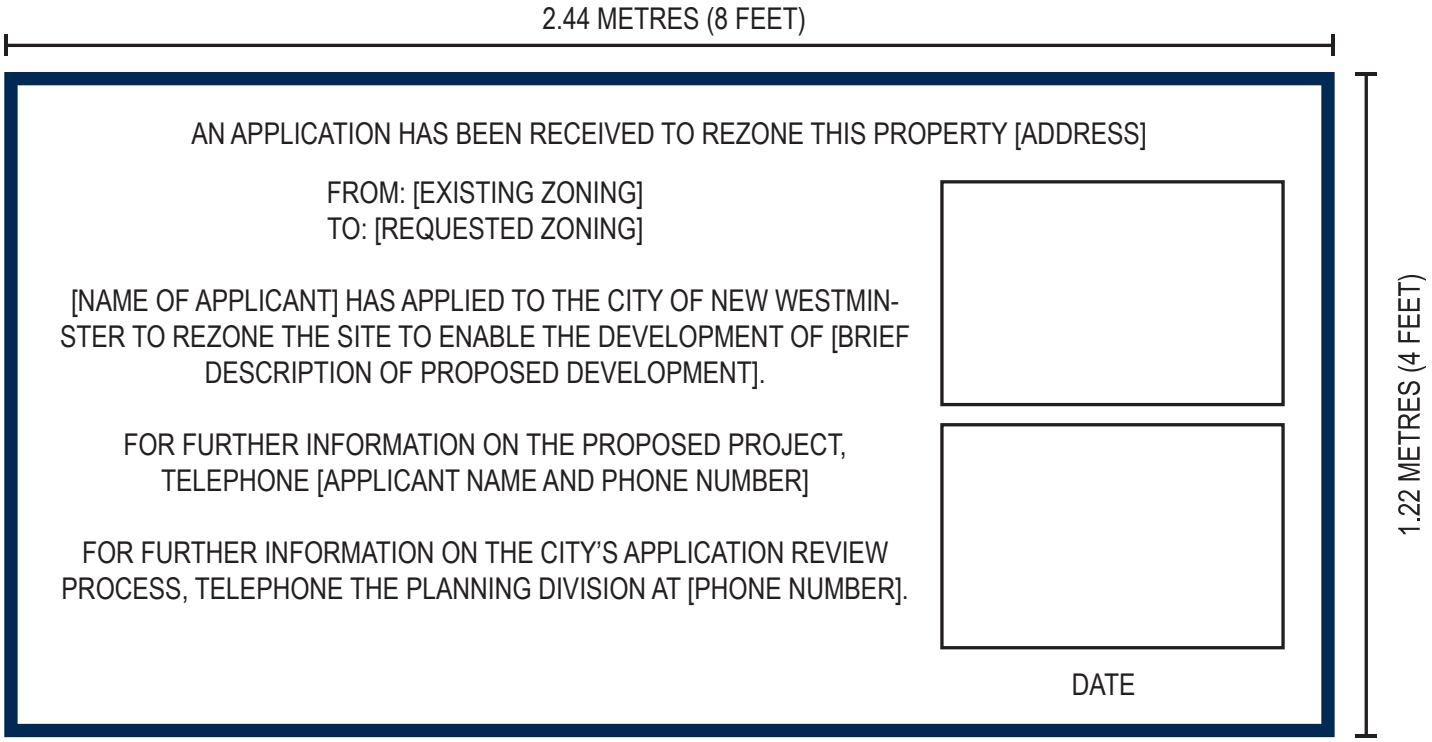
1. Applicants are required to post one sign in a conspicuous location on each principle street frontage of the property or site to be rezoned. Planning staff can assist with identifying the required locations.
2. Signs must be posted **at least 14 days** prior to the Advisory Planning Commission meeting date. If an application is not being presented to the APC, the signs must be posted at least **14 days** prior to the Public Hearing date.
3. The applicant is responsible for the **preparation, posting and removal** of the signs in accordance with the specifications listed in this handout.
4. Once the sign is posted the applicant or developer shall email the Planner managing their file two photographs of each of the signs, including one close-up in which the full contents of the sign are readable, and one context photo which clearly shows the location of the sign. A field inspection may also be undertaken by staff.
5. The sign shall contain the following information:
   - The text **"An application has been received to rezone this property [street address]"**.
   - The text **"from [existing zoning] to [requested zoning]"**.
   - A brief description of the application. The text **"[Name of applicant] has applied to the City of New Westminster to rezone the site to enable the development of [brief description of the proposed development]"**.
   - The text **"For further information on the proposed project, telephone [Applicant contact name and number]."**
   - The text **"For further information on the City's application review process telephone, the Planning Division at 604-527-4532"**.
   - The date the sign was erected.
   - A location map indicating which parcel(s) are intended for rezoning.
   - A rendering of the principle street frontage.
6. The content of the sign must be approved by Planning Division staff prior to posting.
7. The sign must remain posted until the proposal is either rejected by City Council or until after **Third Reading,** whichever occurs first. The sign must be removed within **2 days** after the Public Hearing date.
8. The sign must have a white background with royal blue lettering and a 5.0 cm (2 inch) royal blue border around the sign.
9. Lettering must be in block non-serif capitals.
10. The sign must have a width of 2.44 metres (8 feet) and a height of 1.22 metres (4 feet). A freestanding sign must have a clearance of at least 1.0 metre (3.3 feet). The appropriate mechanisms should be used to ensure that the sign is securely fastened.
11. The text and images must be of similar proportions to those shown in the example sign.

See page 2 for an example of the sign as well as an example of a sign for a Heritage Revitalization Agreement.

Failure to comply with any or all of these requirements could delay the processing of the application.

This guide does not replace official documents and the City disclaims any liability from its use.

Rezoning Sign Example



Heritage Revitalization Agreement Sign Example

