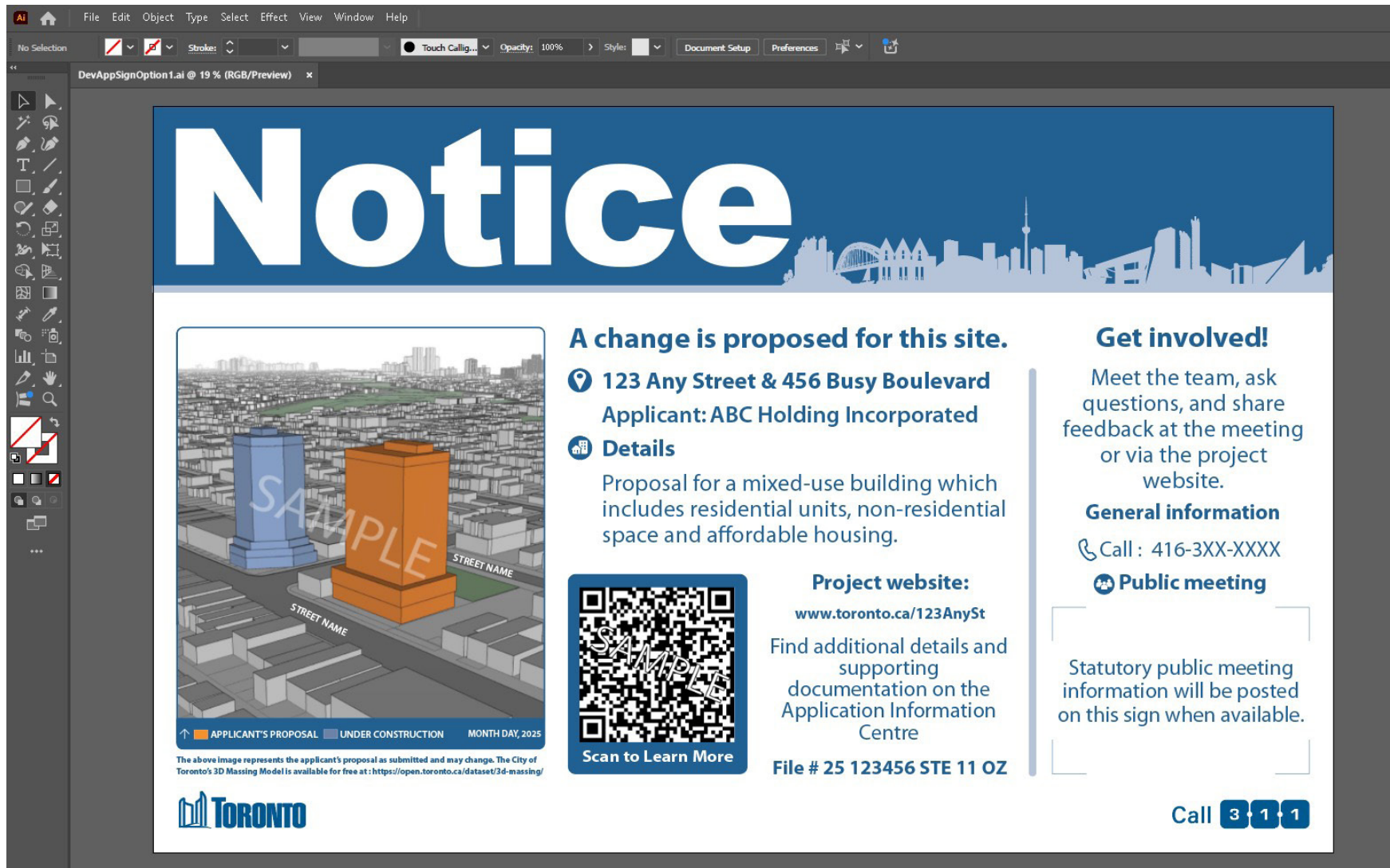
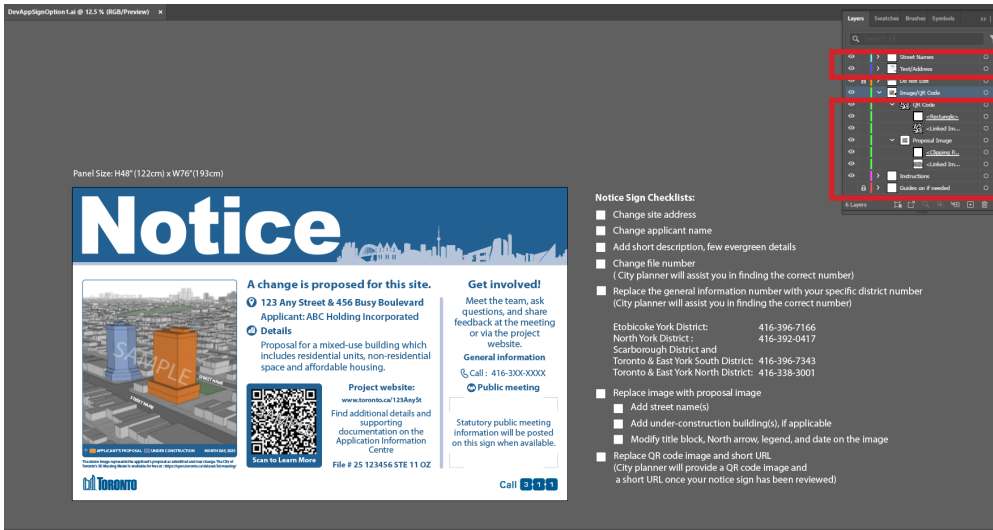


Development Notice Sign - Illustrator Layout Guide





① Download the Illustrator template file

There are three templates ZIP files available for the [Notice of Proposed Development Application & Public Meeting Sign](#) :

- **Option1** : DevAppSignOption1
- **Option2** : DevAppSignOption2
- **Option3** : DevAppSignOption3

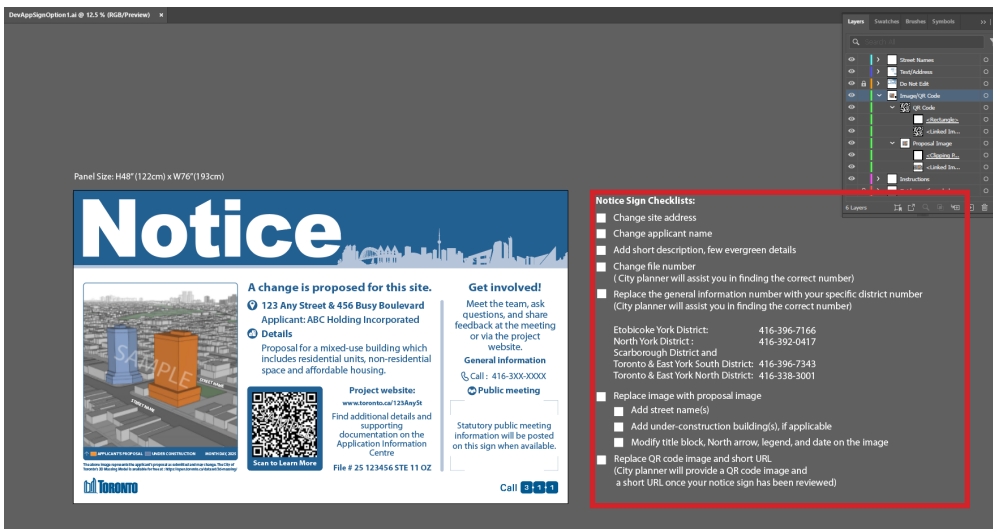
Note: Upon opening each file, you may see a pop-up message about linked files. Simply select “Apply to All” and “Ignore”

Each template contains three layers that you need to edit.

1. **Image /QR Code Layer**
2. **Text/Address Layer**
3. **Street Name Layer**

Step-by step Notice Sign Checklists will guide you on how to complete the Notice Sign.

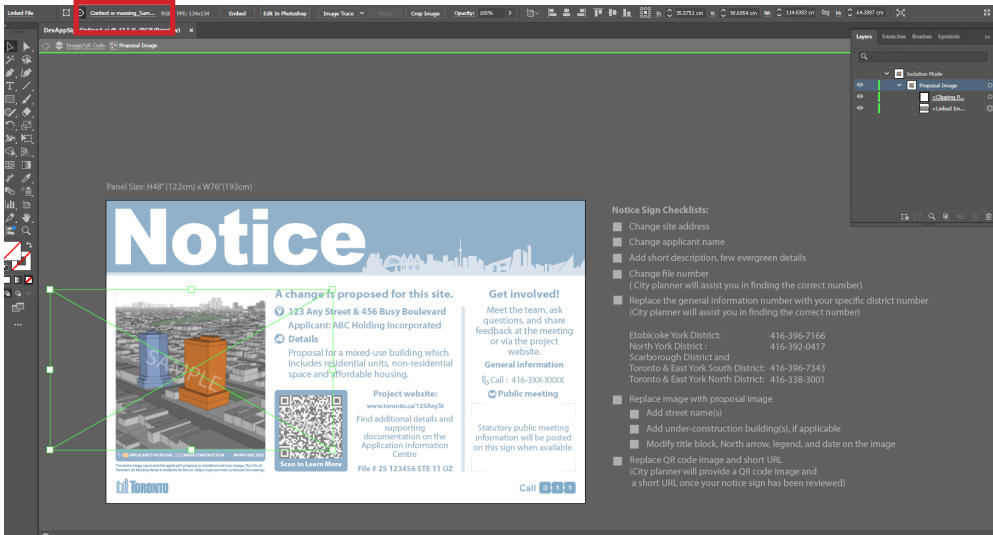
Please refer to the [Development Application Notice Sign](#) for details on each option.



② Fill in the Proposal Details

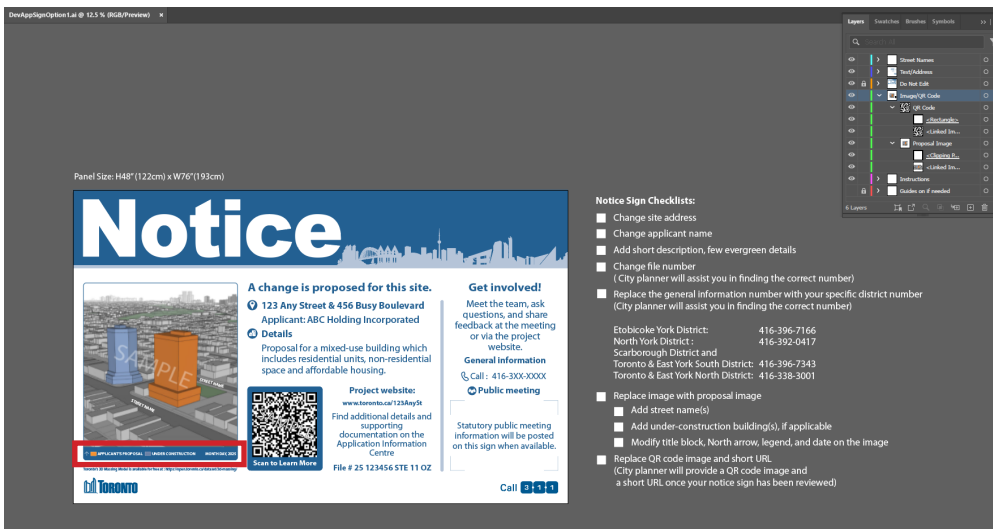
- Change site address.
- Change applicant name.
- Add a short description with a few evergreen details.
- Change the file number.
- Replace the general information number with your specific district number.
(A City planner will assist you in finding correct number.)

- Etobicoke York District: 416-396-7166
- North York District : 416-392-0417
- Scarborough District and Toronto & East York South District: 416-396-7343
- Toronto & East York North District: 416-338-3001



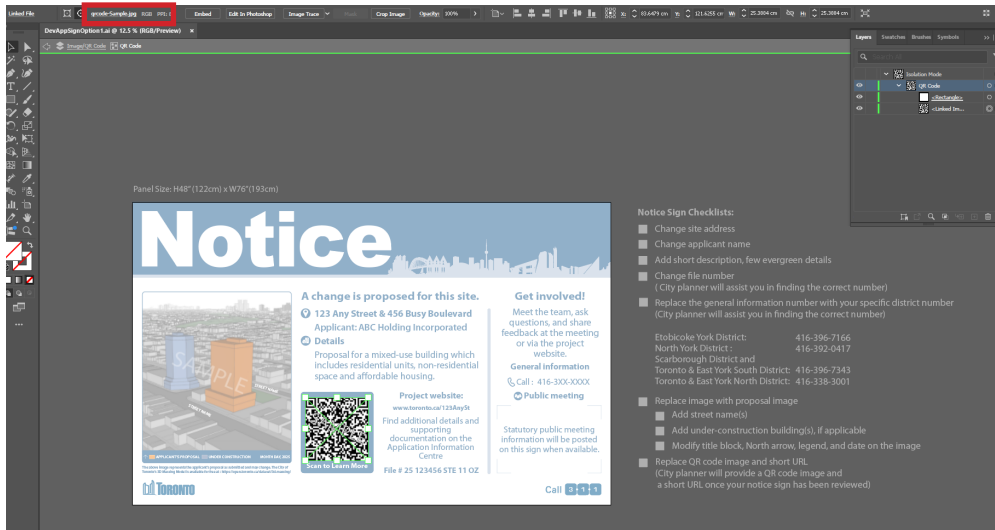
③ Insert a 3D Proposal image

- Double-click the existing sample image to enter the grouped image.
- Click the image again to highlight the existing image.
- In the top-left corner (indicated by a red rectangle), click and choose **Relink your image** to replace it with your proposal image.
- Adjust your image as needed.



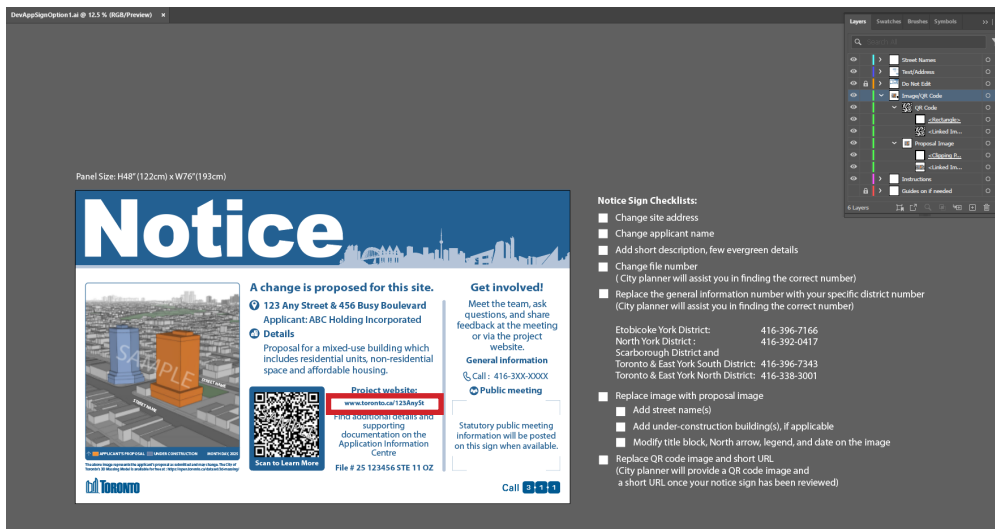
④ Adjust Image Title Block

- Add street name on the image.
- Revise the legend to show any nearby buildings that are under-construction.
If none exist, remove the legend item from the legend.
- Adjust north arrow and add the date of application submission.



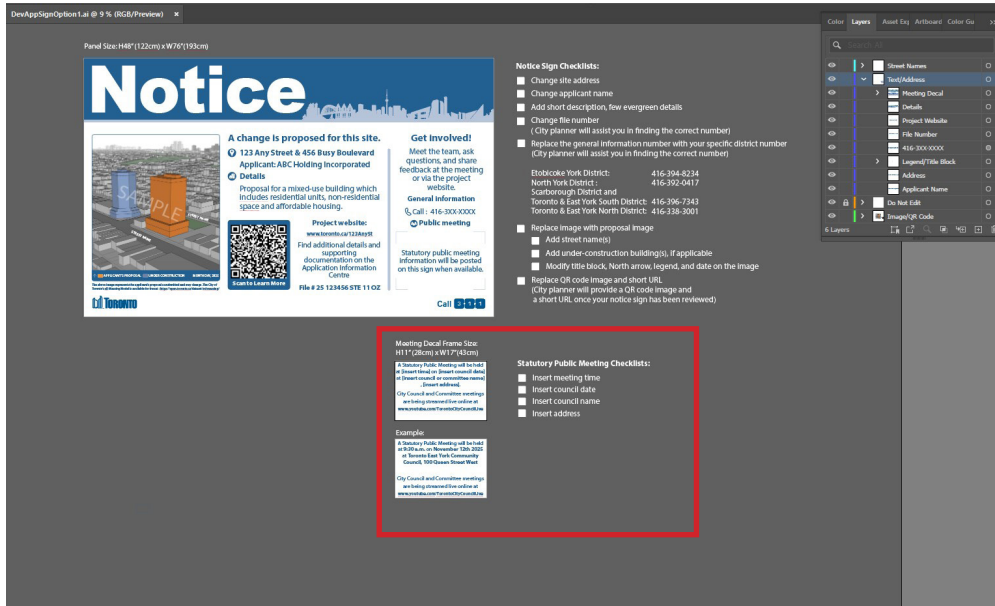
⑤ Insert a QR Code

- Double-click the sample QR Code image to enter the grouped image.
- Click the image again to highlight the existing image.
- In the top-left corner (indicated by a red rectangle), click and choose **Relink image** to replace it with a QR Code provided by the City planner.
- Adjust the QR code's size and position as needed.
- Test the QR code on your phone to confirm it scans correctly.



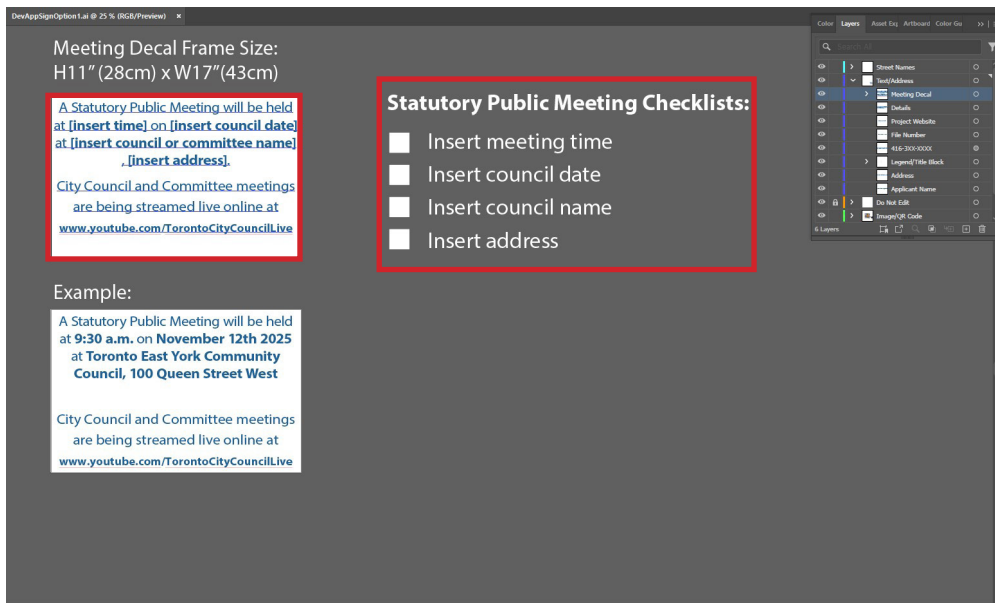
⑥ Insert a short URL

- Replace the existing URL with the new one provided by the City planner.



7 Statutory Public Meeting Post

- Under the Development Notice Sign, there is a Statutory Public Meeting template, an example, and a checklist.



8 Complete the Statutory Public Meeting Details

- Insert meeting time
- Insert council date
- Insert council name
- Insert address

After the meeting has been scheduled, print **Artboard 2: Statutory Public Meeting Notice** and apply it to the Notice Sign.