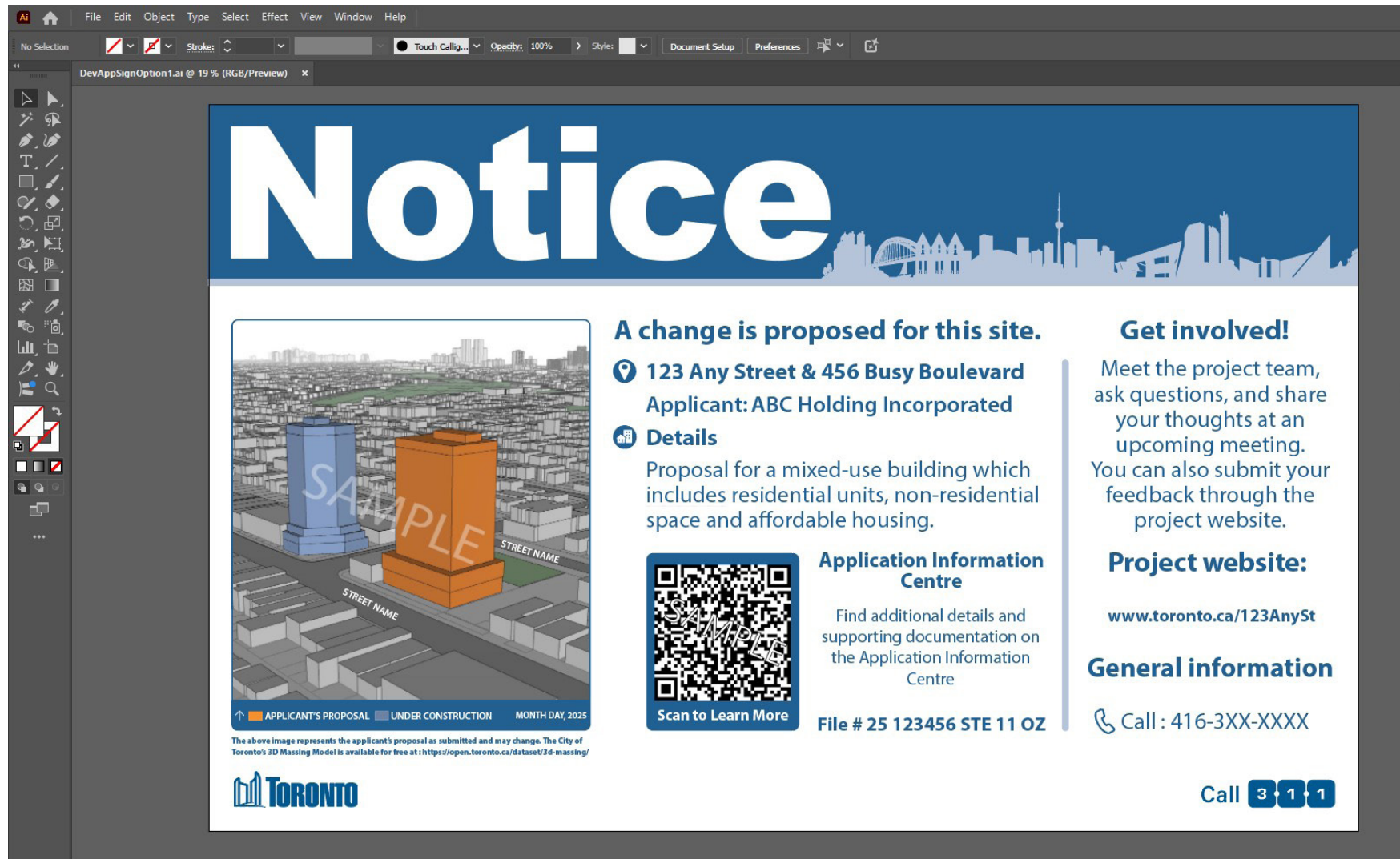


Development Notice Sign - Illustrator Layout Guide





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.

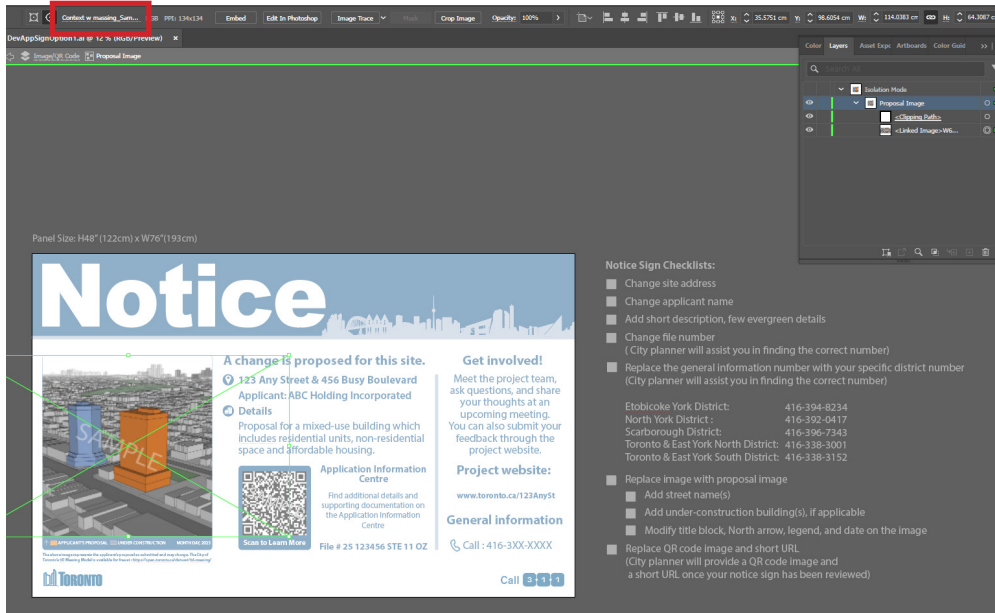


② Fill in the Proposal Details

- 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.)

- Etoibicoke York District: 416-394-8234
- North York District : 416-392-0417
- Scarborough District: 416-396-7343
- Toronto & East York North District: 416-338-3152
- Toronto & East York South District: 416-338-3001



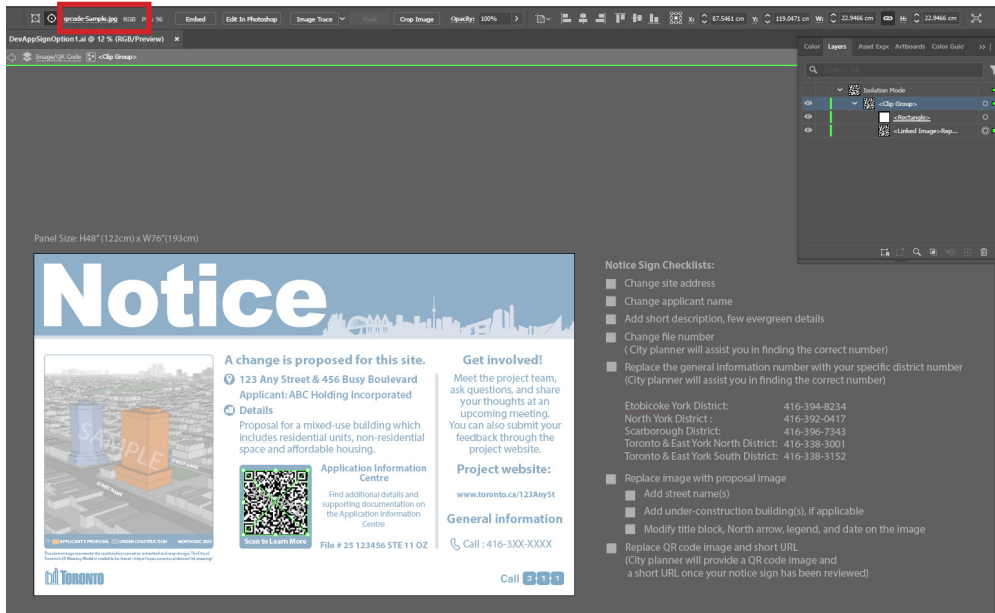
③ Insert a 3D Proposal image

- 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.