

Notice



The above image represents the applicant's proposal as submitted and may change. The City of Toronto's 3D Massing Model is available for free at: <https://open.toronto.ca/dataset/3d-massing/>



A change is proposed for this site.

123 Any Street & 456 Busy Boulevard
Applicant: ABC Holding Incorporated

Details

Proposal for a mixed-use building which includes residential units, non-residential space and affordable housing.



Application Information Centre

Find additional details and supporting documentation on the Application Information Centre

File # 25 123456 STE 11 OZ

Get involved!

Meet the project team, ask questions, and share your thoughts at an upcoming meeting. You can also submit your feedback through the project website.

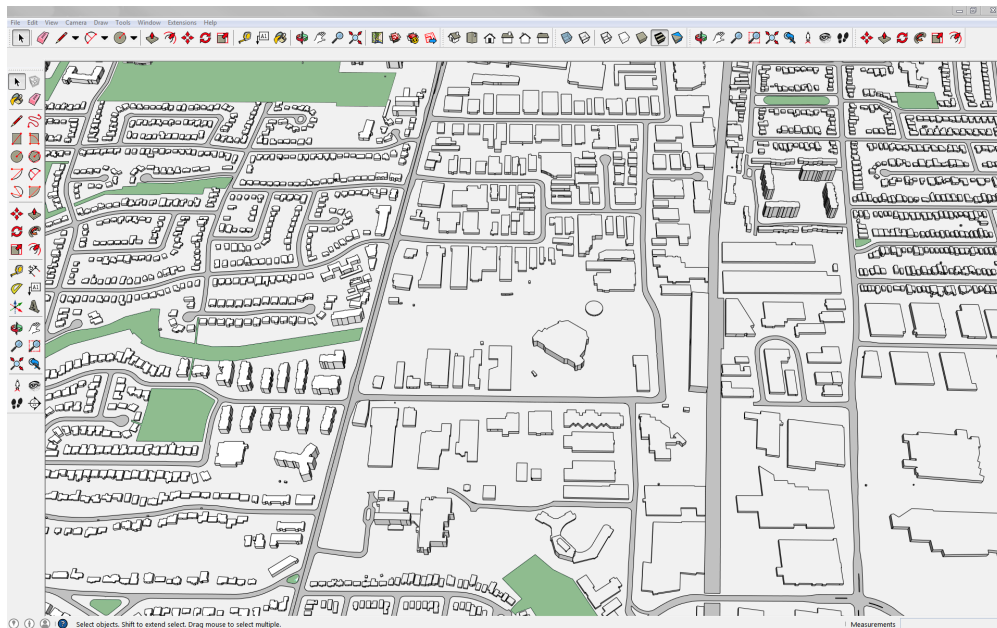
Project website:

www.toronto.ca/123AnySt

General information

Call : 416-3XX-XXXX

Call **311**



① Open the Model That Contains the Location of Your Site in SketchUp

Occasionally, you may need two tiles of the model.

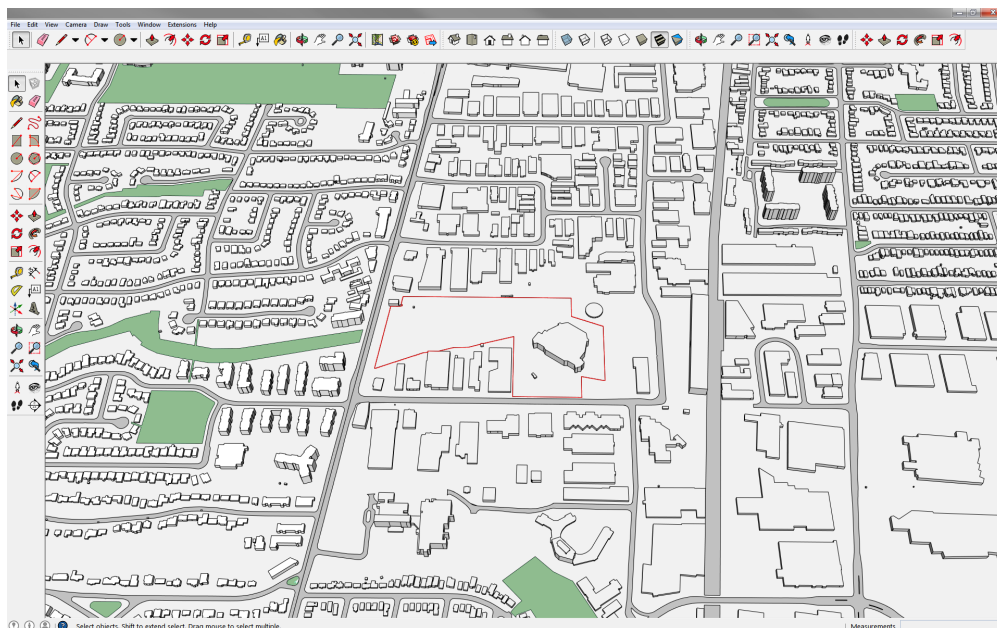
For example, if your site is near a major street you may also need the section for the opposite side of the street.

You can add a second or third tiles by choosing:

File > Import

Alternatively, Open the second SketchUp tile file and copy and paste it into your main file.

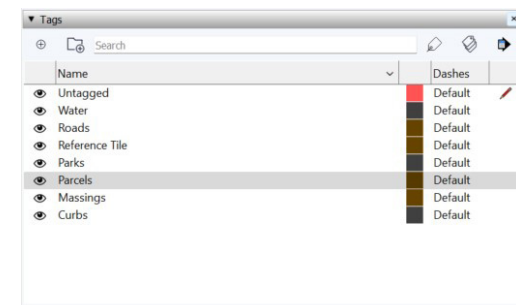
Once your additional section appears, you can snap it to the section already in your model using the **Move Tool**.

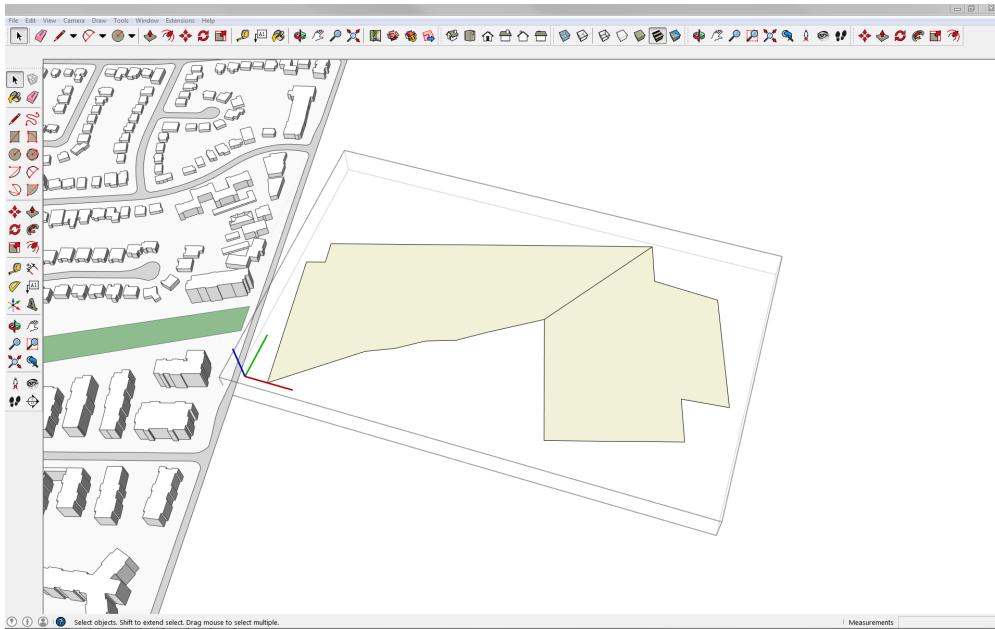


② Select Parcels for the Subject Site

In certain cases you may want to show only the subject property where a change is being proposed, rather than the proposed building massing.

Turn on the **Parcels** tag to locate your subject site.

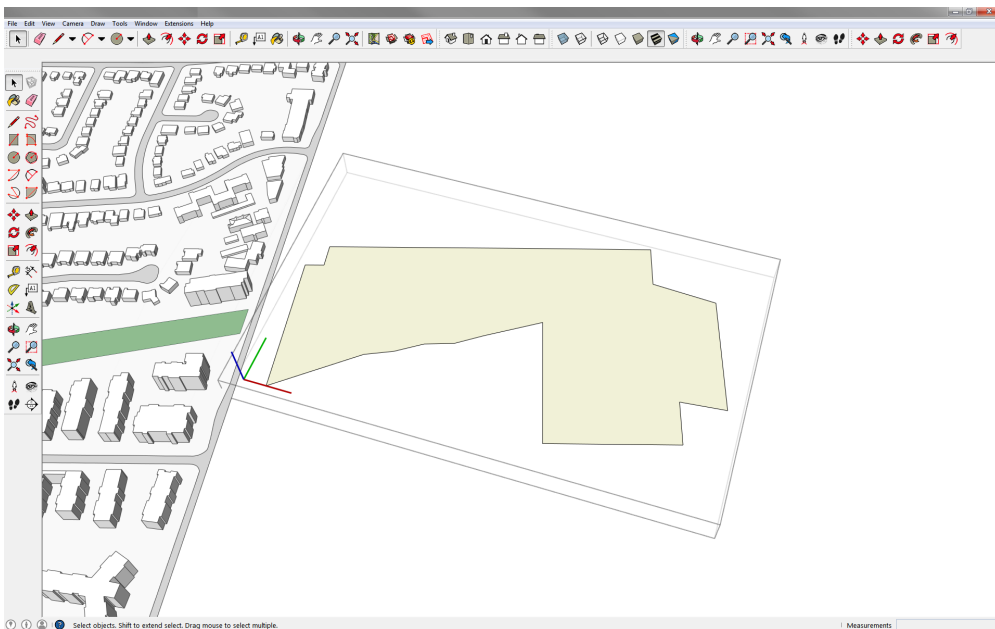




③ Creating a Closed Polygon of the Subject Property

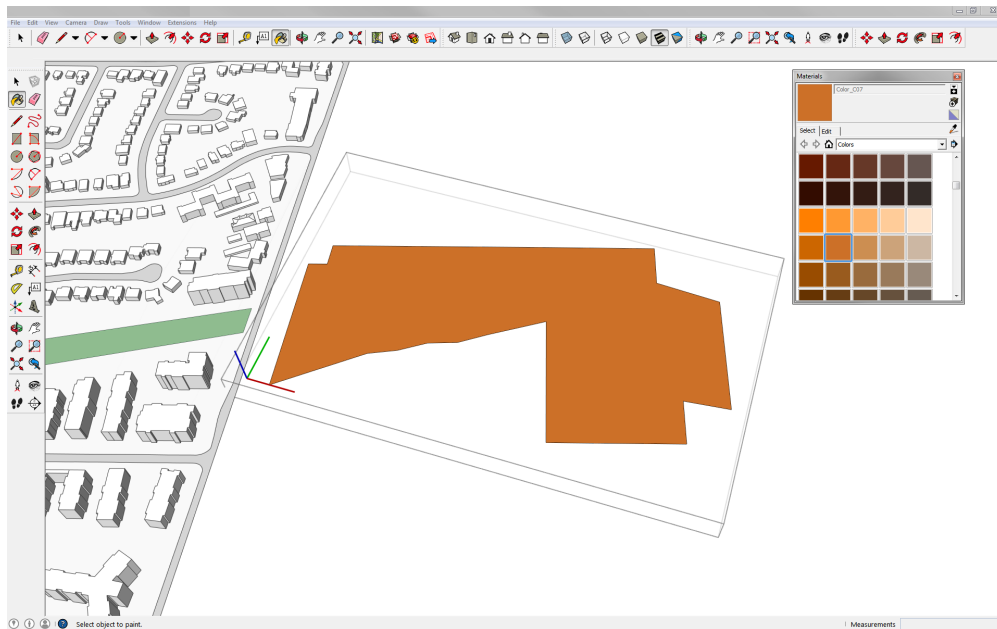
You will need to create a **closed polygon** in order to apply a fill colour. The easiest way to do this by using the **Line Tool** (the pencil icon). Click once on the edge of a property line, then click a second time on the opposing line to draw a connecting segment. You'll notice that this action automatically creates a closed polygon from the connected lines.

Before attempting to close the polygon, hide the other layers. This will make it much easier to see what you're doing and ensure the shape closes properly.



④ Clean Up the Closed Polygon

Using the **Selection Tool**, highlight the line that you just created to close the polygon and delete it. Your polygon should remain intact.



⑤ Highlight Your Application Model

Select the **Materials** dialogue box, and click the **middle box icon**  to create material.

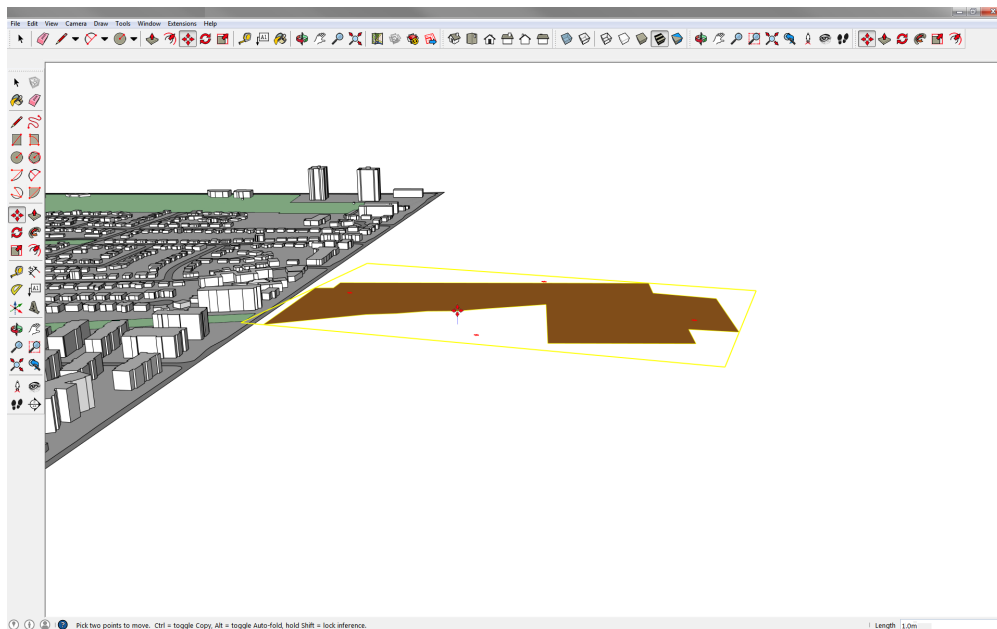
Create a new colour into a pop-up window.

Applicant proposal is coloured in **orange** (R:204 G:112 B:40)

Refer to [The Approved Standard Colour Palette](#)

Alternatively, you could download the material file on our website.

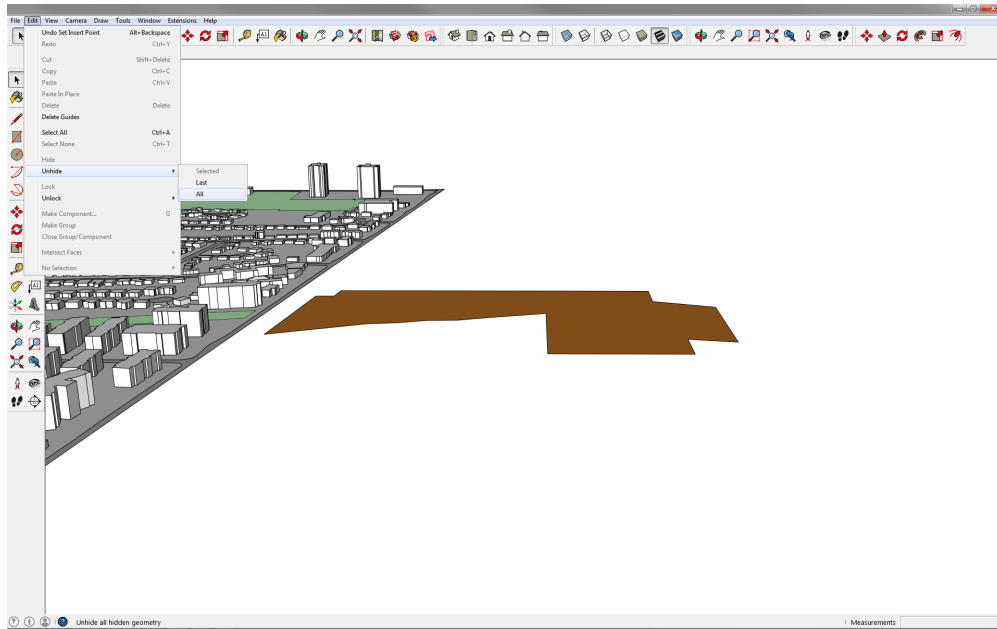
Refer to [SketchUp 3D](#) p.3-4 for detailed instructions.



⑥ Raise the Subject Property Slightly Off of the Ground

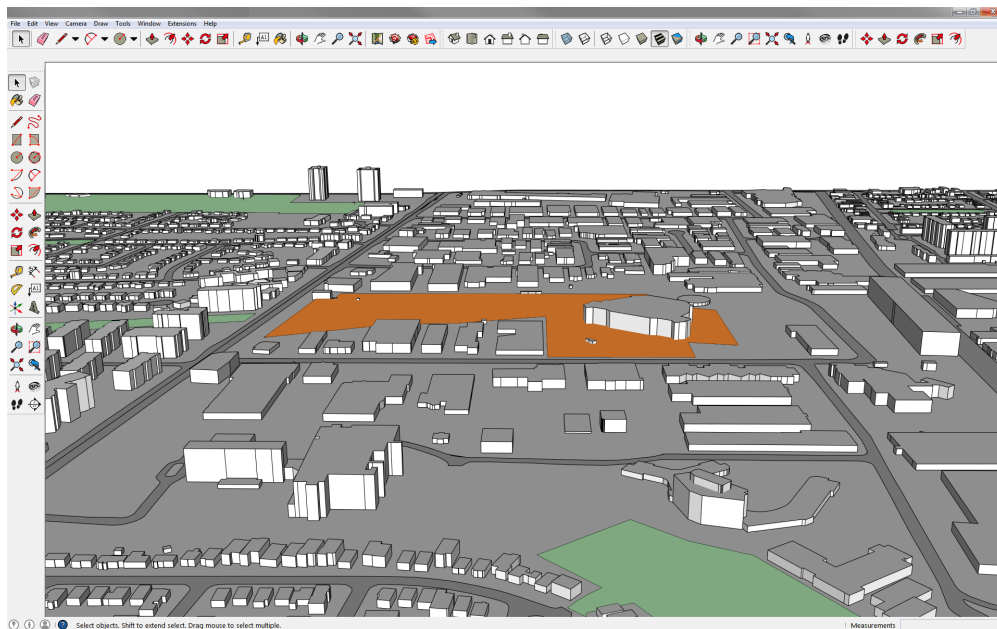
Your subject property has to be **slightly elevated** from the ground in order to display properly. To do this, select the **Move Tool** and raise the polygon up along the **blue axis**. Once you see the polygon raised and see the blue axis indicator, simply type **1.0** to specify the exact height along the Z-axis.

A height of **1.0 metre** is often suitable, but you can choose **0.25** or another number as needed. The goal is to ensure that the orange polygon is slightly raised off the ground; otherwise, it may not display correctly.



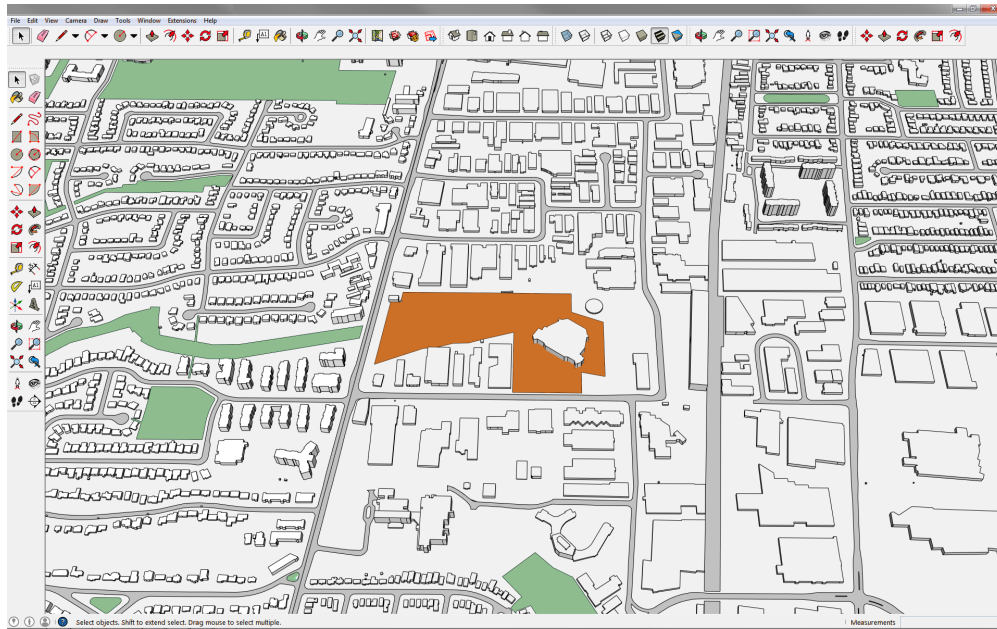
⑦ Unhide the Hidden Layers

Choose **Edit > Unhide > All** to make the hidden layers visible again.



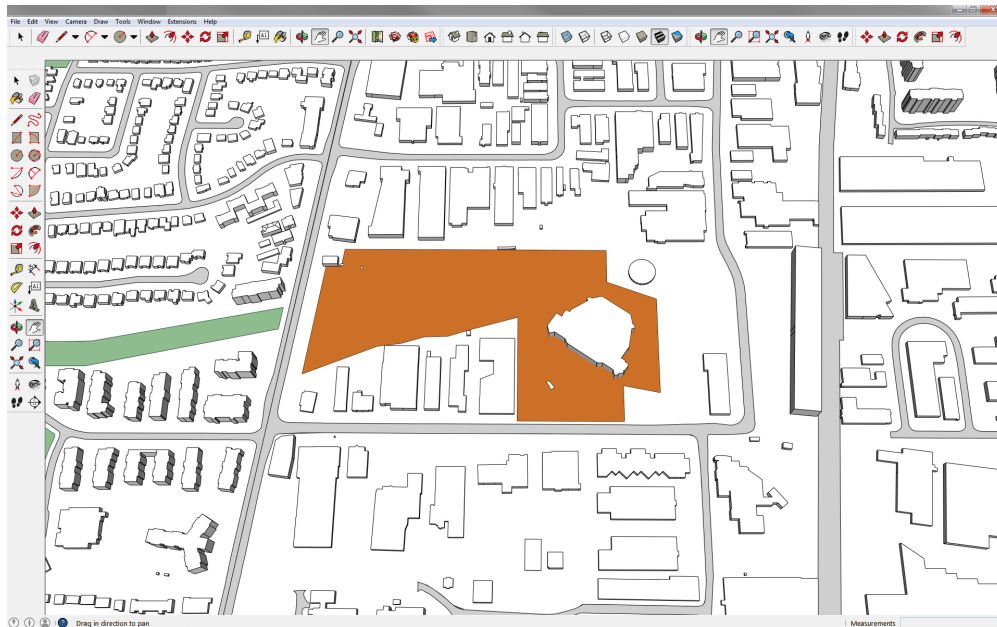
⑧ All Layers Visible Again

You should now see the property highlighted within your model.



⑨ Zoom Out and Up

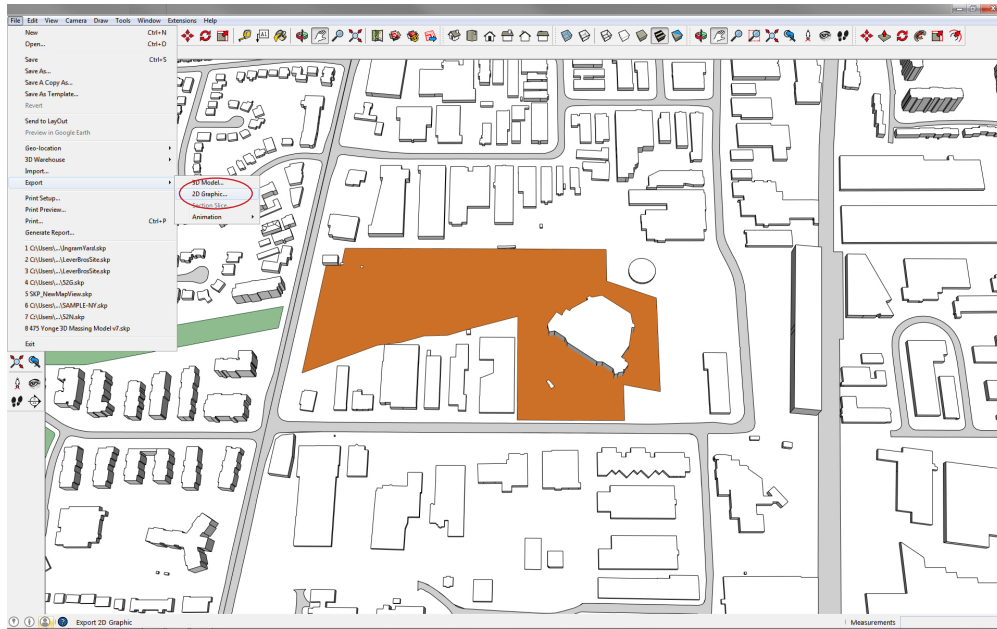
Zoom out and tilt upward to get a better overall view of your subject property.



⑩ Establish a Suitable Viewing Point

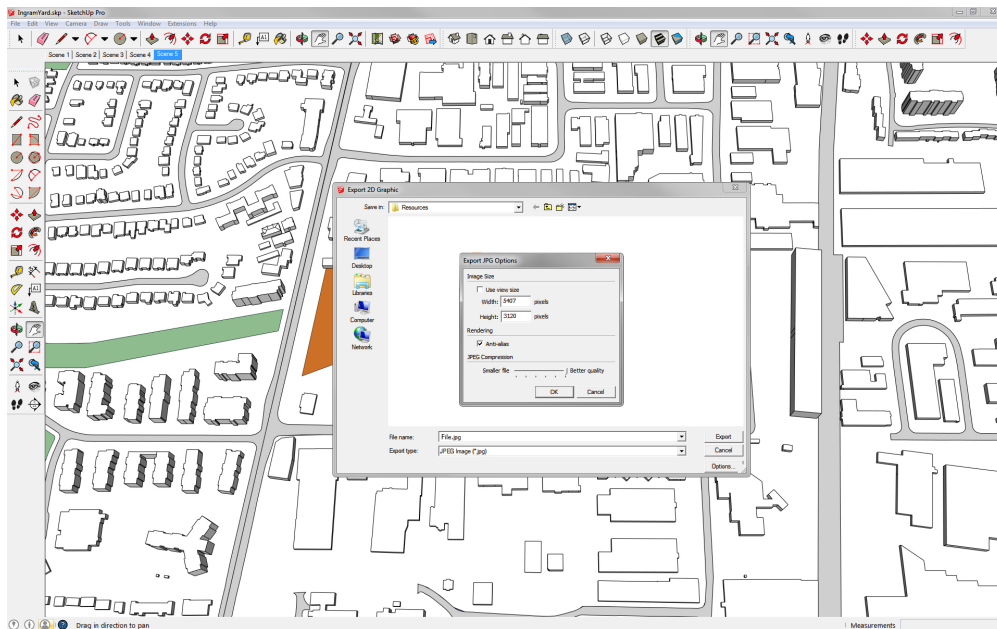
Zoom in or out to establish a suitable viewing point. There is no exact specification for your viewing height or distance, use your judgment to ensure there is enough catchment area to give the viewer a clear sense of the surrounding context.

Do not set your view directly above the subject property. Instead, set it at a slight angle so the buildings appear as 3 dimensional forms. Keep in mind that the final image used on the sign is square, so adjust your view accordingly.



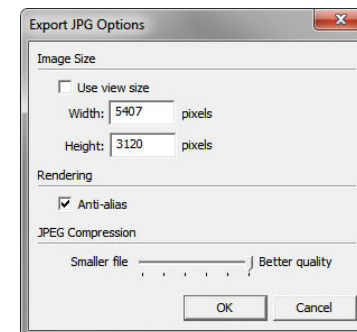
11 Export Your View as a JPEG file for Final Editing in Photoshop

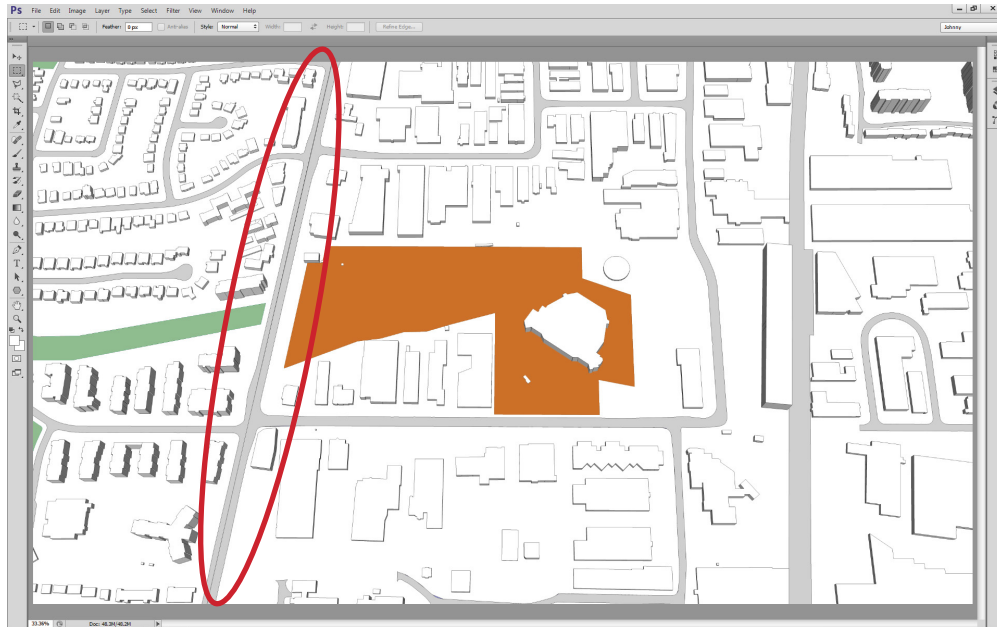
Choose **File > Export > 2D Graphic...** to save your view as a JPEG file for final editing in Photoshop.



12 Save Settings for JPEG File

In the **Export** dialogue box select **JPEG Image (*.jpg)** and use the settings shown here.

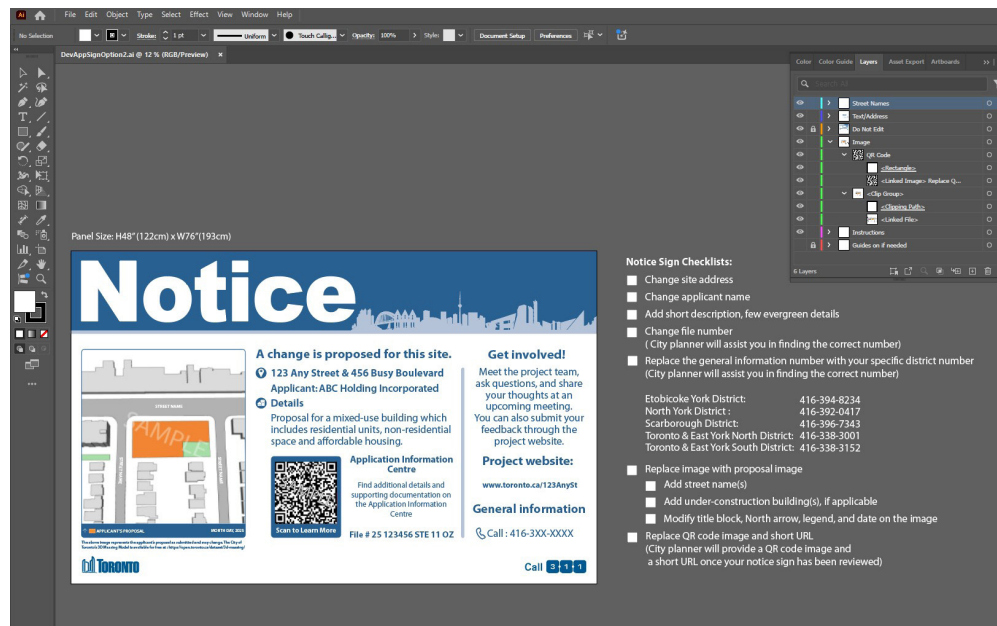




13 Finishing Touches in Photoshop

If you had to join 2 or more tiles in SketchUp, you may notice a line running down the centre of the main street where the tiles were joined. Select the grey colour of the road and paint out any lines that appear unsightly.

Save the changes to your JPEG file. You are now ready to place your image into the **Notice Sign** design file in Illustrator.



14 Import Final Rendering into Sign Master Template and Label

Open the Development Application Sign Master template in Adobe Illustrator and place your final rendering in the Illustration Area as shown. **Label the streets** and **rotate the north arrow** to indicate where north is in the image. Specify the direction and **add the date** that the image was generated or the date the application was filed. If you are updating an existing sign, use the date the rendering was updated.

As a shortcut, you can link your new rendering in Illustrator by selecting the existing image in the template and relinking it to the file you just created. The old image will disappear, and your new rendering will be positioned in its place.

Please refer to the [Illustrator Layout Guide](#) for further details.