



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

1903 Mt. Newton Cross Road, Saanichton, B.C. V8M 2A9 Phone (250) 544-4217 Fax (250) 652-4737 www.centrialsaanich.ca

Sign Permit Application

Includes Sign Permit, Building Permit and Development Permit if applicable

Application for

New Sign

(requires development permit)

Replace Sign

(may need development permit)

Replace Lens

Sign Type &
Details Required
on Plans

Freestanding

(P. Eng drawings required)

- sign dimensions & area
- sign colours & materials
- height & grade clearance
- P. Eng. structural support
- site plan & sign location

Fascia

(mounted on building with max 6" projection)

- sign dimensions & area
- sign colours & materials
- building/sign elevation
- site plan & sign location

Awning

(attached to face of awning)

- sign dimensions & area
- sign colours & materials
- building/sign elevation
- site plan & sign location

(other sign type)

Property
Information

| | | | | | | |
|------------------|---------|-------|----------|------|--------------------|--|
| Business Name | | | | | Business Licence # | |
| Business Address | | | | | Zoning | |
| Lot | Section | Range | District | Plan | PID | |

Applicant
Information

| | | | | | |
|--------------|--|---------|------|--------------------|-------------|
| Company Name | | Contact | | Business Licence # | |
| Address | | | City | | Postal Code |
| Telephone | | Fax | | email | |

Owner
Information

| | | | |
|--------------|--|---------|-------------|
| Company Name | | Contact | |
| Address | | | Postal Code |
| Telephone | | Fax | |
| | | email | |

The undersigned makes application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects, complying with the bylaws and regulations of the Corporation of the District of Central Saanich.

I have reviewed the Development Permit Area guidelines on the back of this form and confirm compliance with the Design Guidelines.

Signature of APPLICANT

Print Name

Date

I, the owner of the above property, hereby authorize and appoint the applicant above as my agent to apply for and obtain this permit. If a Development Permit is issued, I understand a notice regarding this permit will be placed on the property title.

Signature of OWNER

Print Name

Date

Any personal information provided in this application is collected for the purpose of administering the Local Government Act and the bylaws of this municipality under part 26 of the Local Government Act and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.



Sign Permit Process

Process

Applicant submits sign application and accompanying drawings, complying with design guidelines for specific area

If replacing sign lens only, where previous approved sign permit exists:

- Sign Permit review only

If altering entire sign, or installing new sign:

- Sign Permit review
- Development Permit required and must be reviewed by Council

Permit Fees

For all applications

Sign Permit

\$80 or
\$100 if sign area over 32 sq. ft.

For altered and new signs

Development Permit (DP)
altered and new signs in DP areas

\$300 (separate cheque from sign permit)

or **Development Permit with Variance**
*DP area signs **not complying** with Bylaw*

\$800 (separate cheque from sign permit)
 \$cost (public notification sign)

| OFFICE USE ONLY | | Sign Permit Review | | | |
|---|--|--------------------|------|-----------|------------|
| Tracker | Department | Reviewed by | Date | Comments | |
| | Receiving Staff | | | | |
| | Building Inspector | | | | |
| | Variance Required | Yes No | | | |
| | Final Approval | | | | |
| Development/Development Variance Permit Review | | | | | |
| | Planning | | | | |
| | DP Required | Yes No | | | |
| | Final Approval | | | | |
| Permits and Fees | | | | | |
| Sign Permit \$ 80.00 <i>Over 32 sq.ft. \$100.00</i> | Submitted | Fees: | | Paid Date | Issue Date |
| | Site Plan | Sign Permit | \$ | | Issued By |
| Development Permit (separate cheque) \$ 300.00 or DP + Variance Permit (separate cheque) \$ 800.00 <i>Public Notification Sign cost</i> | Sign Details | Development Permit | \$ | Paid Date | Issue Date |
| | New Freestanding sign structural details | or DP/DVP Permit | \$ | | Issued By |
| | DP# | | DVP# | | |

Revised March 14, 2007



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Design Guidelines

This information is for general guidance only. Applicants should consult the Local Government Act, the Land Title Act, the District of Central Saanich OCP Bylaw, the Land Use Bylaw and other municipal bylaws for specific details.

□ **Brentwood Village and Moodyville**

Encourage excellence in the design and construction of signs

In a busy commercial centre, signs can be one of the most dominant visual features. The effectiveness of this form of advertising is linked to size and visibility. National restaurant and retail chains often have standards for size, colour and placement that do not recognize the local context. The proliferation of these standard signs is a major cause of generic strip character across North America. As well, small businesses may have limited options and budget for their necessary signage and application of the highest standards may be difficult.

- Creatively designed, constructed and lit signs can make a positive contribution to local character.
- Sign height should be in scale with neighbouring buildings.
- Free-standing pylon signs are discouraged. Signs should be located on the building façade.
- Large areas of back-lit plastic signs or fabric canopy signs are discouraged.
- Front-lit signs and neon signs are encouraged.
- Signs should relate closely to village centre architecture through the use of complimentary materials and details.
- Suggested sign types include individual letters, hanging signs perpendicular to the building façade or other creative solutions.

□ **Keating Business Park**

Maintain Keating Cross Road as a visually attractive major road corridor

Plans submitted to the municipality for all buildings and structures shall indicate the size and massing of buildings and exterior treatment, including signs and landscaping. Design of buildings and landscaping should complement and enhance the visual character of the community. Obtrusive signs and storage areas will not be permitted.

- All site signage shall conform to a comprehensive sign plan approved for the site.
- All signage should be unobtrusive and should not detract from the form and character of the site or of adjacent properties.

□ **Saanichton and Keating Ridge**

Maintain a compatible form of development with sensitivity to the “Pioneer” design theme

- Signs should be limited to fascia signs, window signs or marquee signs.
- Signs should be scaled to the building design and lettered in antique style with colours compatible with building exteriors.
- Neon signs are not encouraged.
- Every effort should be made to incorporate canopies and awnings designed to protect pedestrians in inclement weather.