



City of Colwood
3300 Wishart Road
Colwood, B.C. V9C 1R1

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Facsimile: (250) 478-7516
planning@colwood.ca

Application No. _____
File No. _____

APPLICATION FOR A SIGN PERMIT

I/We hereby make application under the Sign Bylaw (Bylaw No. 60) to permit the proposed sign as described in the attached form upon (legal description of property):

and located at (street address or general location) _____

Applicant's Name _____

Applicant's Address _____

Postal Code _____ **Email** _____

Telephone: Business _____ **Home** _____ **FAX** _____

**** THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT ****

Registered Owner's Name _____

Registered Owner's Address _____

Postal Code _____ **Email** _____

Telephone: Business _____ **Home** _____ **FAX** _____

Where the Applicant is **NOT** the **REGISTERED OWNER** the Application **MUST** be signed by the **REGISTERED OWNER** or his/her **AUTHORIZED AGENT OR SOLICITOR**.

FOR OFFICE USE ONLY

APPLICATION FEE OF \$ _____ **RECEIVED.** **Receipt No.** _____

(DATE)

(Signature of Official)

Notice of Collection of Personal Information

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and the City's Bylaws. If you have any questions about this collection, contact the Director of Planning, City of Colwood, 3300 Wishart Road, Victoria, B.C., V9C 1R1, Tel: 478-5590.

SIGN TYPE		NEW SIGN APPLICATION	SIGN ALTERATION
<input type="checkbox"/>	Facia	Area of Sign _____(m ²)	Illuminated <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Canopy		
<input type="checkbox"/>	Wall		
<input type="checkbox"/>	Free Standing		
<input type="checkbox"/>	Projecting		
<input type="checkbox"/>	Marquee	Value \$ _____	
<input type="checkbox"/>	Sandwich Board		
<input type="checkbox"/>	Noticeboard		
<input type="checkbox"/>	Other (state below)		
<input type="checkbox"/>			

Two sets of plans and specifications shall be submitted showing:

- i. the dimensions of the sign;
- ii. the size of the sign area;
- iii. the dimensions and the weights of the supporting members of the sign;
- iv. the maximum height of the sign and the amount of clearance beneath it, both measured from finished grade;
- v. the proposed location of the sign in relation to the boundaries of the lot upon which it is to be situated; and
- vi. the proposed location of the sign in relation to the face of the buildings upon or in front of which it is to be affixed in relation to exits or entrances.

FOR OFFICE USE ONLY**APPROVALS:**

ZONING	APPROVAL FOR PERMIT ALLOWS WORK TO COMMENCE IN ACCORDANCE WITH THE INFORMATION SUBMITTED
TRAFFIC	ALL WORK MUST COMPLY WITH THE CITY BYLAWS AND BE CARRIED OUT TO INSPECTION APPROVAL
STRUCTURE	
PERMIT NO.	APPROVAL
DATE	FOR PERMIT
APPROVED	MUNICIPAL PLANNER

FOR APPLICANT'S USE