

Permit No. _____

Building permit No. _____

Applicant Information

Name / Company Name:	
Street Address:	City/Town:
Province:	Postal Code:
Telephone Number: ()	Fax Number: ()
Name of Contact:	

Property & Sign Information

Location of Proposed Sign (Civic Address):	
Name of Business/Company to be Advertised:	
Name of Landowner:	Telephone Number:
Street Address:	City/Town:
Province:	Postal Code:

Sign Information

<u>Type of sign:</u> Freestanding _____ Directory _____ Facia _____ Canopy _____ Projecting _____ Sandwich Board _____ Directory Panel..... _____ (See Graphic on Page 2 if unsure of sign type)	<u>Material:</u> Wood..... _____ Plastic..... _____ Metal..... _____ Fabric..... _____ Other..... _____	<u>Illumination:</u> Internal..... _____ External..... _____ None..... _____ Other..... _____
Dimensions of Proposed Sign (in metres) Height: _____ Height (Ground to Top): _____ Length: _____ Width (projection): _____ Total Number of Proposed Signs: _____		
Total Sign Area =	Zoning of Subject Property:	Special Sign District:

I agree to comply with all the standards and provisions set forth in the Section 7 of Zoning By-Law Z-2 and any other terms and conditions assigned through the issuance of a sign permit. Failure to comply with any or all of these standards and provisions may result in the revoking of a sign permit.

Further, I realize that the payment of monies for this application does not constitute approval to erect or construct any sign.

Landowner Signature _____
 Letter Attached
 Date: _____

Applicant Signature _____
 Date: _____

Fee:	
Sandwich Board or Directory Panel:	\$50.00 _____
All Other Types of Signs:	\$75.00 _____

Check List: Please use the check list below to ensure all required information is included with the application. Please note that incomplete applications will not be accepted or processed.

- Site Plan with required information as outlined to the below
 - Detailed renderings/graphic showing dimensions of proposed sign
 - Base/supporting framework/anchoring details
 - Construction Materials
 - Associated Fee
 - Signature of Landowner or Letter of Authorization
-
- Site Plans must include the following information:
 - a. Setback of proposed sign to the legal boundaries of the subject property
 - b. Location of all buildings on subject property
 - c. Location of proposed sign in relation to nearest street line, sidewalk, driveways, trees, & any street furnishings
 - d. Location of any right-of-ways or easements on the subject property

Please find below graphic examples of the types of signs referenced in the “sign information” section. If you are still unsure which category your proposed sign falls into please contact the Development Services Department for clarification.



Directory Sign



Sandwich Board Sign



Freestanding Sign



Facia Sign



Canopy Sign



Projecting Sign

THE FOLLOWING SECTION IS FOR OFFICE USE ONLY

(Development Services)

Date Approved: _____

(Building Inspections)

Date Approved: _____

Variance Required Yes / No

File # _____ Approval Date _____

Zone Amendment Required Yes / No

File # _____ Approval Date _____

Fee/Receipt _____

Terms & Conditions: _____

Sign Permit No.
Building permit No.

Form No.:	COM-FRM-002E	Service:	Sign Approval
Issue No.:	1.5	Issue Date:	March 22, 2010
Printed On:	April 12, 2011	© May 25, 2001	