

*DISTRICT OF
SECHELT
SIGN BYLAW
No.456, 2006*



DISTRICT OF SEHELDT

Bylaw No. 456, 2006

A bylaw to govern the number, size, type, form, appearance and location of *signs* within the District of Sechelt

WHEREAS the Council of the District of Sechelt may under Section 908 of the *Local Government Act*, subject to the *Motor Vehicle Act* and the *Transportation Act*, regulate the number, size, type, form, appearance and location of any *signs*;

AND WHEREAS pursuant to Sections 8(4) and 65 of the *Community Charter*, the Council of the District of Sechelt may regulate the erection, placing, alteration, maintenance, demolition and removal of *signs*, sign boards, advertisements, advertising devices and structures;

AND WHEREAS the Council of the District of Sechelt wishes to:

- preserve and enhance the character of Sechelt's aesthetic environment;
- allow for adequate and effective signs in all zones, while preventing signs from dominating the appearance of any area;
- ensure that signs are designed, constructed, installed, and maintained so that public safety and traffic safety are not compromised.

NOW THEREFORE the Council of the District of Sechelt in open meeting assembled enacts as follows:

TITLE

This bylaw may be cited as "District of Sechelt Sign Bylaw No. 456, 2006"

DEFINITIONS

1. In this Bylaw:

"*Address Sign*" means a permanent *sign* not exceeding 0.3 square metres (3.2 square feet) displaying in letters and/or numbers the civic address of, and/or the name of the owner or occupant, of any land, *building*, structure, business, or establishment located on the same *site* as the *sign*.

"*Alarm Company Sign*" means a *sign* with a *sign area* not exceeding 0.10 square metres (1.1 square feet) identifying the name of an alarm company and indicating the existence of some form of security alarm protection on the *building* or parcel on which it is located.

"*Animated sign*" means a *sign* which has movement produced (either mechanically or electronically) giving the visual impression of movement with the exception of displays of time or temperature.

"*Awning*" means a roof-like frame or *canopy* that is covered or sealed by a fabric or sheet material or retractable tarp, which projects over a window, door or porch and is used or intended as a shelter.

"*Backlit*" means illuminated from an internal light source.

"*Balloon Sign*" means any balloon that is used as a *sign*.

"*Billboard Sign*" means an exterior structure panel, board, or object designed exclusively to support text or advertising material that is posted, fastened, painted or otherwise affixed thereto by means permitting its ready removal or replacement, which customarily does not directly apply to the *premises* or uses where it is displayed.

"*Building*" means a roofed structure supporting, enclosing or protecting persons or property but does not include a motor vehicle.

"*Canopy*" means a roof construction or cantilevered roof, free of enclosing walls, attached to a *building* above the windows or entrances of a *building* or other structure such as a fuel pump station.

"*Canopy/Awning Sign*" means a *sign* painted, stamped, perforated or stitched or otherwise applied to an *awning* or *canopy*.

"*Construction Contracting Sign*" means a *temporary sign* displaying the name of a contractor, engineer, architect or other occupations engaged in construction or land alterations on the same parcel.

"*Community Notice Board*" means a permanent *sign* used to display educational material, promoting the health and welfare of the community, and non-profit community events or notices.

"*Communications Dish or Antenna*" means an antenna or dish antenna whose purpose is to receive communication or other signals from orbiting satellites and other transmitting sources.

"*Directory Sign*" means a *sign* that identifies a number of businesses or other establishments located in the same *building* or on the same *site*.

"*Display Box Sign*" means a *sign* that is enclosed within a case allowing the viewing of menus, recreational or entertainment events with a maximum *sign area* of 1.0 square metre (10.8 square feet).

“*District*” means the Corporation of the District of Sechelt.

“*Exposed Neon Tube Sign*” means a *sign* composed of exposed illuminated neon tubes with a *sign area* not exceeding 0.6 square metres (6.5 square feet).

"*Facade*" means the entire outer side of a *building* that is exposed to public view.

"*Flashing Sign*" means a directly or indirectly illuminated *sign* on or in which artificial light is not maintained stationary or constant in intensity and colour at all times.

"*Freestanding Sign*" means a *sign* wholly or partially supported in the ground by a permanently fixed structural member that is independent of any *building* or other structure.

"*Front-Lighting*" means illumination by an external light source.

“*Garage Sale Sign*” means a temporary *sign* used by the occupier of a residential property to display a message indicating the sale of the occupier’s personal belongings from the residential property on a date set out on the *sign*;

"*Governmental Sign*" means a *sign* authorized, required by, or placed under the provisions of any Federal or Provincial statute, Order-in-Council, or bylaw or resolution of the *District*, and includes traffic *signs* and signals, pavement markings, street name *signs* and *directory signs*.

"*Grade*" means the average level of the floor, stair, pavement, or the ground adjacent to a *sign* or *sign area*.

"*Hanging Sign*" means a sign that suspended entirely underneath an *awning*, *canopy*, or other similar structure.

“*Height*” means the vertical distance measured from the *grade* to the highest point of a *sign*, except in the case of the measurement of the script or characters within a *sign*.

“*Highway*” means the area of every public right of way lying between two property lines where title is vested in the *District* or the Province and which is designated or intended for or used by the general public for the passage of vehicles or persons.

“*Home Occupation Sign*” means a *sign* not exceeding 0.3 square metres (3.2 square feet) indicating the name and address of a *home occupation*.

"*Holiday Decoration*" means a temporary *sign* in the nature of decorations, customarily incidental to or commonly associated with any national, local or religious season or holiday.

“*Hours of Operation Sign*” means a *sign* that does not exceed 0.6 squares metres (6.5 sq.ft.) that displays the times and days that a business is in operation and states if it is ‘open’ or ‘closed’.

"*Interpretive Sign*" means a *sign* that is part of an interpretive display, or that signifies the heritage or environmental value of a *building*, structure or public amenity.

"*Legible*" means capable of being read by a person with normal, unaided vision.

"*Political Sign*" means a *temporary sign* announcing, supporting or drawing attention to a political candidate or party or issues pertaining to any local, provincial or federal election.

“*Portable Sign*” means a *temporary sign* which may be self-supporting, is easily moved and not permanently attached to the ground, and includes a *sandwich board sign*, *signs* attached to or painted on vehicles parked and visible from a public *highway* that do not relate to the customary use of the vehicle.

"*Premises*" means the land and the space within a *building* or structure occupied by an establishment, and when an establishment is not the sole occupier a *building* or structure, is deemed to extend to the centrelines of walls, partitions, floors and ceilings that separate the space occupied by such establishment from that of any other occupant.

“*Projecting Sign*” means a *sign* where its outside edge projects by more than 0.2m (0.8 ft.) from the wall of a *building*.

"*Real Estate Sign*" means a *temporary sign* identifying real estate that is "for sale", "for lease", "for rent", or "sold".

"*Roof Sign*" means a *sign* that is erected upon or above a roof or parapet of a *building*, and includes any *sign* fixed vertically to the top of a *canopy*, *awning*, or similar feature.

“*Sandwich Board*” means a *portable sign* consisting of two panels not permanently attached to a *building* or the ground.

"*Sign*" means any device, object, structure, figure, writing, symbol, logo, emblem, picture, painting or the text or an illustration within a mural depicting or advertising a business, service or product, illustration, or any combination thereof, which is affixed to or represented directly or indirectly upon a *building*, structure or land, and which identifies, advertises or directs attention to any object, person, place, activity, condition, organization, establishment or business in such a manner as to be visible to the public from any public area, including a *highway*, or the ocean.

"*Sign Area*" means the total surface area within the outer edge of a *sign* frame or border, or where no frame or border exists, the area within the smallest rectangle that could be

drawn around the letters, symbols or objects composing the *sign*, but only includes only one side of a double-sided *sign*.

"*Sign Structure*" means any wall, pole, framework, or other structural method used to provide support for a *sign*, and includes the material comprising or providing a surface for the *sign*.

"*Site*" means a parcel or a group of contiguous parcels of land.

"*Special Event Banner*" means a temporary *sign* advertising or notifying the public of a non-profit community event, and is located on or over public or private property.

"*Temporary Sign*" means any *sign* displayed for a limited period of time, as specified by this Bylaw.

"*Third Party Sign*" means any *sign* that advertises goods, products, services, or facilities at or on a parcel or *premises* other than the parcel or *premises* on which the *sign* is located, and includes any a *sign* located within a *highway* or attached to a utility pole within a *highway*.

"*Wall Sign*" means a *sign* which is painted on or attached generally parallel to a *building* façade providing its front does not extend outward more than 0.20 metres (0.66 feet) from the wall, and does not extend beyond the horizontal width of any elevation of the *building* nor above the roofline of the *building*.

"*Window Sign*" means a *sign* that is attached in any manner to a window pane or glass or is located within 0.9 metres (3.0 feet) of the inside of a window pane or glass and which is visible from any public *highway* or thoroughfare.

REGULATION OF SIGNS

2. *Signs* are regulated under this bylaw as follows:

- a) Unless permitted or exempted under this Bylaw, or any Provincial or Federal statute, no person, nor any owner, tenant, lessee of a *premises* or parcel, nor contractor shall erect, alter or relocate a *sign* within the *District* until a valid *sign* permit to do has been issued under this bylaw.
- b) If a *sign* is permitted to be located within the Highway 101 highway right of way under this bylaw, the owner of the sign shall require a permit to be issued by the Ministry of Transportation.
- c) An application for a *sign* permit shall be made in writing accompanied by plans, specifications and fees in accordance with Schedules "A" and "B" of this bylaw.

- d) The Director of Planning, the Building Inspector or Bylaw Enforcement Officer are authorized to enforce this Bylaw, and the Director of Planning or Building Inspector may issue *sign* permits with or without conditions or reject such applications and to collect fees in accordance with the provisions of this Bylaw.
- e) Any *sign* that is in existence at the time of adoption of this bylaw is deemed to be legal non-conforming (grandfathered) subject to the provisions of Section 911 of the *Local Government Act*.
- f) Any person may make an application for a Development Variance Permit to be considered by the Council of the *District* to vary or relax applicable provisions of this bylaw.

PROVISIONS

General Regulations

3. No person shall place, construct or erect any *sign* within the *District* contrary to this bylaw, and as summarized in the following Tables 1, 2, 3 and 4:

**Table 1
SIGNS THAT REQUIRE A PERMIT:**

- *Canopy/Awning sign*



- *Projecting sign*



- *Directory sign*



- *Hanging sign*



- *Exposed neon tube sign*



- *Free-standing sign*



- *Wall signs*



Table 2
SIGNS BELOW DO NOT REQUIRE A PERMIT, BUT ARE REGULATED AS TO SIZE AND LOCATION:

- *Address sign*



- *Alarm company sign*



- Any sign under Section 9 regulating parking and loading or private roads



- *Flags*



- *Community notice board sign*



- *Construction contracting sign*



- *Hours of operation sign*



- *Interpretive sign*



- *Display box sign*



- *Portable signs on private property*



- *Window sign*



- *Garage sale sign on private property*



- *Home occupation sign*



- *Political signs*



- *Real Estate signs*



Table 3
The Following Signs Do Not Require A Permit,
And Are Not Regulated As To Size And/Or Location

- *Governmental sign*



- *Special event banner*



- *Temporary holiday decoration*











- *Signs inside a building or structure not visible from the exterior.*



Table 4

Signs Permitted Under Tables 1 To 3 Shall Not Include The Following Types Of Prohibited Signs:

<ul style="list-style-type: none"> • The types of <i>Backlit signs</i> or <i>exposed neon tube signs</i> prohibited in Section 12  <ul style="list-style-type: none"> • <i>Balloon sign</i>  <ul style="list-style-type: none"> • <i>Animated and/or Billboard signs</i> 	<ul style="list-style-type: none"> • <i>Flashing sign</i>  <ul style="list-style-type: none"> • <i>Freestanding sign</i> with a height exceeding 7.5 metres outside of the Downtown / Village Plan area that has lesser heights of 4 m and 6 m as specified by Section 9(c) 	<ul style="list-style-type: none"> • <i>Roof sign</i>  <ul style="list-style-type: none"> • <i>Rotating sign</i> 	<ul style="list-style-type: none"> • Any <i>Third Party sign</i> except as permitted under this bylaw, including any sign on public property not expressly permitted  <ul style="list-style-type: none"> • <i>Obscene or profane signs</i>
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4. All *signs* together with their supporting structures and any electrical equipment, shall be maintained by the owner, renter or lessee of the parcel or *premises* on which they are situated, in a safe, clean condition in good order, and not in an unsightly condition .
5. Any *sign area* that poses an immediate safety risk or hazard to persons or property, as determined by a Building Inspector, shall be removed by its owner within 24 hours of receiving written notice of a Building Inspector or the Bylaw Enforcement Officer.
6. All *signs* shall comply with the applicable provisions of the British Columbia *Building Code*, including Part IV (Structural Design) and Appendix C (Climatic Information), and the *British Columbia Electrical Code*, and shall

be maintained in good structural condition, and in compliance with these codes at all times.

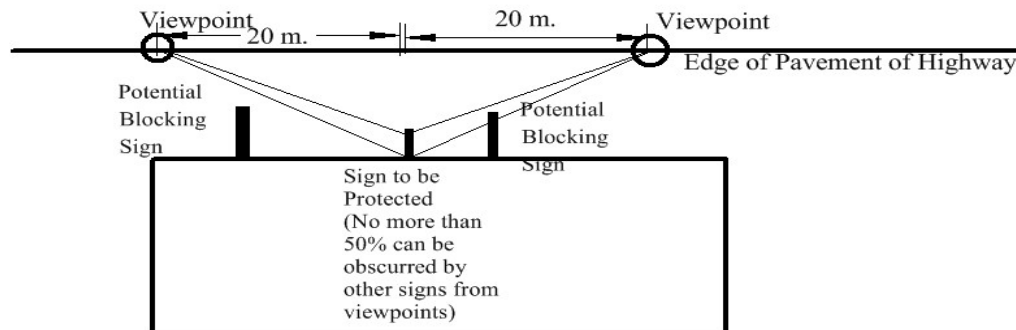
Signs Not Requiring Permits

7. The following *signs* do not require a sign permit, but must conform to all other provisions of this Bylaw:
 - a) *Signs* within a *building* or structure and that are not visible from a *highway*, public area or the ocean.
 - b) *Address signs, hours of operation sign, alarm company signs, governmental signs and home occupation signs.*
 - c) *Garage sale signs* provided that they are removed within 2 days after end of the garage sale that they are advertising.
 - d) *Special event banners* provided that they are removed within 7 days after the last day of the event.
 - e) *Governmental signs*, including ones erected by a land owner as required by the *District*.
 - f) *Interpretive signs* with a *sign area* of not more than 1.0 square metre (10.8 square feet) on a parcel or *premises*.
 - g) *Community notice board signs, and special event banners* located upon or over public property with the written permission of the District.
 - h) One *community notice board sign*, with a *sign area* not exceeding 2.0 square metres (21.6 square feet), on any *site* containing a school, library, church, post office, or any other public *building*.
 - i) *Signs* located more than 0.9 metres (3 feet) from the inside face of a window.
 - j) *Window signs* with a *sign area* comprising less than twenty-five (25) percent of the area of the window in which they are contained, up to a maximum of five (5) percent of a *building* façade on which the window is located.
 - k) One *construction contracting sign* per parcel, not exceeding a *sign area* of 1.0 square metres (10.8 square feet), nor exceeding 2 metres (6.6 feet) in *height* provided that the *sign* is erected after a *building* permit is issued or subdivision preliminary layout approval has been issued , and is removed not more than 14 days after issuance of an occupancy permit for the *building* or final approval of the subdivision.

- l) Up to one *real estate sign* with a *sign area* of not more than 0.75 square metres (8.1 square feet) on a parcel or *premises* provided that the *sign* is removed not more than 14 days after the new owner, lessee or renter obtains possession of the *premises* or parcel.
- m) Up to two *real estate sale signs* advertising a multiple-family development *site* or advertising the sale of lots within a plan of subdivision, each with a *sign area* of not more than 3 square metres (32.3 square feet).
- n) *Political signs* during federal, provincial, municipal or school board elections, provided such *signs* are not located on *highways*, parks or other *District* lands, do not have a *sign area* exceeding 1 square metres (10.8 square feet), do not have a *height* exceeding 1.8 metres (6.0 feet), and are not illuminated.
- o) International, national, municipal or provincial flags.
- p) *Signs* that indicate or mark an entrance or exit to parking or loading spaces, parking regulations or a private *highway*, provided that they do not exceed 2 metres (6.6 feet) in *height* nor have a *sign area* exceeding 0.5 square metres (5.4 square feet).

Prohibited Signs

- 8. *Signs* that are not specifically permitted in this Bylaw are prohibited, including the following *signs* that are prohibited outright:
 - a) *Third-party signs*, except for a *governmental sign*, *community notice board*, *interpretive sign*, *special event banner* or a *real estate sign* following the regulations under Section 12.
 - b) *Balloon signs*, *roof signs*, *billboard signs* or *animated signs*.
 - c) *Signs* located on or are attached to a *communications dish* or *antenna*.
 - d) *Rotating signs*.
 - e) Any *sign* which contains indecent or obscene pictures, drawings, or words.
 - f) Any *sign* that obscures (see illustration) more than 50% of the *sign area* of another legally installed *sign* that is *legible* when viewed from viewpoints that are 20 metres (66 feet) in either direction from a line extended perpendicularly from the said legal *sign* to the edge of pavement of the *highway* adjacent to the said legal *sign*.



Permitted Signs

9. Up to a total of two of the following types of *signs* are allowed on a *premises* with a valid *sign* permit issued under Section 2:
 - a) *Canopy/Awning signs* in all commercial and industrial zones under the current *District* zoning bylaw, with a maximum *sign area* of 2 square metres (21.5 square feet), maximum length of 5 metres (16.5 feet), and maximum character height of 0.60 metres (2.0 feet).
 - b) *Wall signs* in all commercial and industrial zones under the current *District* zoning bylaw with a maximum *sign area* of 3 square metres (32.3 sq. ft.), maximum length of 6 metres (20.0 feet), and maximum character height of 0.6 metres (2 feet), provided that they shall not extend beyond the *facade* of the *building* on which they are installed.
 - c) *Freestanding signs* with a maximum height of 4 metres (13.1 ft.), within part of the Downtown/Village Plan designated as Development Permit Area No. 1, and with a maximum height of 6 metres (19.7 ft.), within part of the Downtown/Village Plan designated as Development Permit Area No. 2 are permitted provided that there is not more than one such *sign* located adjacent to each *highway* frontage to a *site*, and a maximum *sign area* of 4 square metres (43.1 square feet).
 - d) *Freestanding signs* within the remainder of the District outside of the area described in subsection c) above, provided that there is not more than one such *sign* located adjacent to each *highway* frontage to a *site*, having a height not exceeding 7.5 metres (24.6 ft.), and a maximum *sign area* of 4 square

metres (43.1 square feet).

- e) *Projecting and hanging signs* in commercial and industrial zones under the current *District* zoning bylaw are permitted provided that such *signs* shall not have a *sign area* exceeding 1 square metre (10.8 square feet); and a clearance of not less than 2.2 metres (7.2 feet) above *grade* over the land within a parcel or sidewalk, but have a clearance of not less than 4.2 metres (14.0 feet) above the *grade* of any other portion of a *highway*.
10. In addition to the two *sign* types permitted under Section 9 located on a *premises*, *Directory signs* subject to a maximum *sign area* of 0.3 square metres (3.2 square feet) for each business identified, to a maximum overall *sign area* of 3 square metres (32.3 square feet) and a maximum *height* of 5 metres (16.5 ft.) with a valid *sign* permit issued under this bylaw.

Portable Signs

11. *Portable signs* are permitted under the following conditions:
- a) *Portable signs* are located on a *premises* on which the business or activity is being undertaken provided that the sign shall not exceed 0.75 metres (2.5 feet) in width nor exceed 1 metre (3.3 feet) in *height*.
 - b) *Portable signs* shall not be placed in a public accessible area in such a manner as to result in an impediment to pedestrians by leaving an open passable area of sidewalk not less than 1.5 metres (5 feet) in width.

Design Requirements

12. The design of *signs* shall be consistent with the following provisions:
- a) *Wall signs, hanging signs, projecting signs and freestanding signs* that are not *backlit* shall incorporate relief in the form of recessed or raised letters, numbers.
 - b) *Signs* shall not have individual letters, numbers or punctuation over 0.60 metres (2.0 feet) in height.
 - c) *Signs* shall not have a length extending more than 60 percent of the premises' front façade, nor more than 30 percent of the combined length of two facades of the premises, nor more than 20 percent of the combined length of three facades of the premises.
 - d) *Portable signs, projecting signs, canopy/awning signs and special event banners* shall not be illuminated from within, and shall only be front lit.

- e) *Front-lighting* shall have a light source concealed from direct view.
- f) *Neon tube signs* within a sign area not exceeding 0.6 square metres (6.5 sq. ft.), are permitted, but shall not be located on canopy or awning, or within a portable sign.
- g) Light fixtures and all wiring, conduits and light sources shall be installed within building walls, located underground, or otherwise concealed from view.
- h) *Temporary signs* shall not be illuminated.
- i) *Signs* shall not include changeable text, except for a *directory sign*, *community notice board* or *sign* located on a service station premises.
- j) *Signs* shall not be attached to or given support by a handrail, fence, tree, utility or light pole.
- k) *Signs* shall not include a holographic, video medium or television.
- l) *Signs* shall not be constructed of fibreglass, styrofoam, or particle board, unless these materials are painted or treated in a manner that provides a finish that does not appear as the said materials and provides weather resistance.
- m) *Signs* shall not be covered by "Day-Glo", fluorescent, luminous or reflective paint or similar products.

Design Guidelines

13. The design of *signs* shall be consistent be with the Development Permit Area design guidelines, in the current *District* Official Community Plan (OCP) and its associated Neighbourhood Plans.

Location Of Signs

14. Those *signs* allowed,, with or without permits under this bylaw, shall be located subject to the following provisions:
 - a) *Canopy/awning signs*, *hanging signs* and *projecting signs* shall have a clearance of 2.2 metres (7.2 ft.) above the *grade*.
 - b) A *freestanding sign* shall be set back a minimum of 0.3 m (1 ft.) from any property line from an adjacent lot or public *highway*.
 - c) *Window signs* shall be installed in either the bottom or top one-third (1/3) of the window in which they are located.

- d) *Display box signs* shall be installed on the same floor and same frontage as the business to which they relate.
- e) *Canopy/awning signs, wall signs, hanging signs, and projecting signs* shall be installed within the middle two-third (2/3) of a business frontage.
- f) Where more than one *sign per frontage* is permitted under this bylaw, a minimum separation of 0.3 m (1 ft.) shall be provided between *signs*.
- g) *Wall signs* and *window signs* shall be located either on the ground floor or the lower one-half (1/2) of the second floor, but not more than 7.5 m (24.6 ft.) above *grade*.
- h) Any *sign* shall be located a minimum of 3.0 metres (10 ft.) from energized power conductors or wires.

ENFORCEMENT, OFFENCES AND PENALTIES

- 15. The Planning Director, Building Inspector or Bylaw Enforcement Officer may enter any property at all reasonable times to inspect the installation of any *sign* thereon to ascertain whether the provisions of this bylaw are being observed.
- 16. No person shall interfere with or obstruct any person authorized under Section 15 seeking entry into or onto any property for the purpose of enforcing this bylaw.
- 17. The *District*, by its employees or agents, may remove, impound or detain any *sign* that is unlawfully occupying a portion of a *highway* or public place.
- 18. Any *sign* removed, impounded or detained under this bylaw will be held until payment of the applicable *sign* permit application is made, and permit issued in accordance with this bylaw and a penalty fee of two times the normal fee set out in Schedule “B” is paid.
- 19. The Planning Director, Building Inspector or Bylaw Enforcement Officer may order any person:
 - a) to discontinue or refrain from proceeding with any work that is in contravention of this bylaw;
 - b) to carry out any work or do anything to bring a *sign* or *sign area* into conformity with this bylaw; or
 - c) to repair, alter or remove any *sign* or *sign area* that is in contravention of this bylaw.
- 20. The Planning Director, Building Inspector or Bylaw Enforcement Officer may revoke a *sign* permit:

- a) where there is a violation of any condition under which the *sign* permit was issued; or
 - b) where there is a violation of any provision of this bylaw or any other applicable law or enactment, development permit or development variance permit issued by the District; or
 - c) if it is determined that the *sign* permit was issued by reason of incorrect, false, or misleading information furnished by the applicant, *sign* manufacturer or *sign* installation contractor; or
 - d) if, in the case of a *sign* over any *highway* or public property where the *sign* interferes with or may interfere with the placement or use of equipment installed by the *District* or a utility company; or the use of the *highway* by vehicles or pedestrians or public property.
21. Any person who contravenes any provision of this bylaw commits an offence punishable upon summary conviction and is liable to a fine not exceeding \$1,000.00, or a fine as set out under the *District's* current ticketing bylaw.
22. If an offence is a continuing offence, and after 30 days of being notified in writing by the *District* of the offence, each day that the offence is continued after that period constitutes a separate and distinct offence.

SEVERABILITY

23. If any section, subsection, clause or phrase of this bylaw is, for any reason, held to be invalid by a court of competent jurisdiction, it will be deemed to be severed and the remainder of the bylaw will remain valid and enforceable in accordance with its terms.

READ A FIRST TIME THIS	20th	DAY OF	September	2006
READ OF SECOND TIME THIS	20th	DAY OF	September	2006
READ THIRD TIME THIS	6th	DAY OF	December	2006
ADOPTED THIS	20th	DAY OF	December	2006

Mayor

Corporate Officer

I hereby certify this to be a true and accurate copy of
"District of Sechelt of Sechelt Sign Bylaw No. 456, 2006"

Corporate Officer

SCHEDULE "A"
DISTRICT OF SEHEL T
APPLICATION FOR SIGN PERMIT

Subject Property

Street Address / Legal Description _____

Registered Property Owner and Mailing Address

Mailing Address _____

Home Phone / Work Phone / email _____

Applicant or Authorized Agent and Mailing Address (If Different from Registered Property Owner)

Mailing Address _____

Home Phone / Work Phone / email _____

Nature of Signage

Type of Sign (Eg. wall mounted, free-standing, canopy, etc.) _____

Associated Land Use (E.g. Restaurant, home occupation, etc.) _____

Duration (Permanent or Temporary - Under 2 months) _____

Total Number of Existing Signs on Premises and Parcel _____

Total Number of Additional Proposed Signs on Premises and Parcel _____

Description of Proposal (If space inadequate, please attach additional pages.)

I/We hereby declare that the information contained herein is, to the best of my/our knowledge, factual and correct.

Printed Name and Signature(s) of Owner and Applicant/Agent

Date

_____ Owner(s)

_____ Applicant/Agent

Attachments to Application for Permit:

Please go through this list with a District of Sechelt staff member. The following information may be requested to consider your sign-application.

- Two (2) copies of architectural / layout plans for any proposed signage, including building elevations on which the signage is to be affixed or located within view of, with details on dimensions, sign area, materials, finish, and colour;
- Two (2) copies of colour digital or photographic prints which clearly indicates the location and relative size of the proposed signage in relation to the building on which it is to be placed on or near, with details on dimensions, sign area, materials, finish and colour;
- Sealed plans and letter from a Registered Professional Structural Engineer (P.Eng.) for any permit for a sign as required under the current District of Sechelt Building Bylaw or the British Columbia Building Code
- Two (2) copies of a site plan (11" x 17") showing the location of **any proposed freestanding signs** and all relevant buildings, structures, streets, lanes, driveways, and parking and loading areas, and watercourses within 30 m of the subject property

If you have any questions about the collection and use of this information or your application, please contact the District of Sechelt Planning Department, Second Floor, 5797 Trail Avenue, Box 129, Sechelt, BC, V0N 3A0. Phone 604-885-1986; Fax 604-885-7591; Email planning@district.sechelt.bc.ca.

Notes:

1. If an agent/applicant is handling the applicant, please supply written authorization from registered property owner.
2. Attach additional pages, if necessary.

Official Use:

Zoning: _____ DPA No.: _____

Fees Paid (Date/Amount): _____

Existing Permits (Y/N; Date) _____

Existing Non-Conforming *Signs*(Y/N; Description; Date Recorded) _____

Request for More Documentation(Y/N; Date): _____

All Required Documentation Received on: _____

Date Permit Issued: _____

SCHEDULE “B”

- 1) Where a *sign* permit is required to be issued under Bylaw No. 456, a non-refundable application fee is payable as follows:
 - a. \$50.00 for each fixed, permanent *sign* with a *sign area* up to 3.0 square metres (32.3 sq.ft.); or
 - b. \$100.00 for each fixed, permanent *sign* with a *sign area* exceeding 3.0 square metres (32.3 sq.ft.); or