

Sign Permit Application

Please note: Incomplete applications will be returned to the applicant. No hand drawings will be accepted. Napkin plans will not suffice. Please no crayon, and remember your application is one of many that we receive, and will be processed in the order they are received. Do not staple or bind any plans or documents being submitted.

Sign Type

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Fascia | <input type="checkbox"/> Canopy | <input type="checkbox"/> Third Party Sign |
| <input type="checkbox"/> Free Standing | <input type="checkbox"/> Projecting | Flashing, Animated, Roof & Billboard Signs are prohibited |

Development Details

Address of Proposed Sign(s) _____ PID _____

Zoning _____ Development Permit Area _____

Name of Business _____

Primary Phone _____ Email _____

Sign Information

Sign 1

Type of Sign	Road Frontage in Metres	Height of Sign in Metres	Width of Sign in Metres

Sign 2

Type of Sign	Road Frontage in Metres	Height of Sign in Metres	Width of Sign in Metres

Additional Information

If the subject property is within a Development Permit Area with specific sign guidelines, additional information will be required. If you don't know if the subject property is within a Development Permit Area please contact the Land Use Services office.

CVRD Requirements

When providing Application Forms to the applicant, Regional District staff shall indicate which of the following attachments are required for this application. **Additional information may also be required at a later date.**

	Required	Received	Details
Basic Requirements	x		Complete application form
	x		Payment of applicable fees (see CVRD fee schedule)
	x		Current State of title (<i>issued within last 30 days</i>)
	x		Copy of all charges to State of Title (rights-of-ways, easements, covenants)
Site Plan	x		11 x 17 scaled and dimensional plan
	x		North arrow and scale
	x		Property line dimensions and street names
	x		Location of any existing or proposed buildings
	x		Distance between any buildings and property lines
	x		Location and dimensions of <i>existing</i> signage
	x		Location and dimensions of <i>proposed</i> signage and setbacks to property lines
			Distance between two or more free standing signs
	x		Location of all water features, including streams, wetlands, ponds, ditches, ocean, lakes on or adjacent to property
Elevation Drawings	x		11 x 17 scaled and dimensional drawings
	x		Location of the sign(s) on the building or structure
			Dimensions of the wall facade(s) (length and height in metres)
	x		Vertical and horizontal dimensions of the sign(s)
	x		Copy area* of the sign - including dimensions
			Clearance from grade to the top of the sign(s). <i>Note: Freestanding & Canopy sign only</i>
			Clearance from grade to the lowest portion of the sign(s). <i>Note: Freestanding & Canopy signs only.</i>
			Distance from the building wall to the maximum projection of the sign(s). <i>Note: Fascia, Canopy & Projecting signs only</i>
Signage Details	x		The overall dimensions of the Sign(s) = Sign Area*
	x		A rendering of the Copy Area, colour(s) and artwork to be displayed on the Sign
	x		Finishes and materials
	x		The method used to support or attach the sign
	x		The method of illumination (if any)
Supporting Documentation			Structural Engineer
			Landscaping Plan - Including plant location adjacent to the sign(s) including and plant species
			Photographs
			Other:

* See sample drawings

The property described above is the subject of this application and is referred to herein as the 'subject property'. This application is made with my full knowledge and consent. I declare that the information submitted in support of the application is true and correct in all respects. By completing this application form, the owner and/or applicant hereby is aware and authorizes site inspections to be conducted by Regional District staff and Advisory Planning Commission members as authorized by the Regional Board.

Owner's Declaration

Name of Owner (print)	Signature of Owner	Date
Name of Owner (print)	Signature of Owner	Date

Owner's Contact Information

Address	City	
Email	Postal Code	
Primary Phone Number	Secondary Phone Number	

Only complete this section if the applicant is not the owner

Name of Agent	Company	
Address	City	
Email	Postal Code	
Primary Phone Number	Secondary Phone Number	

I declare that the information submitted in support of this application is true and correct in all respects.

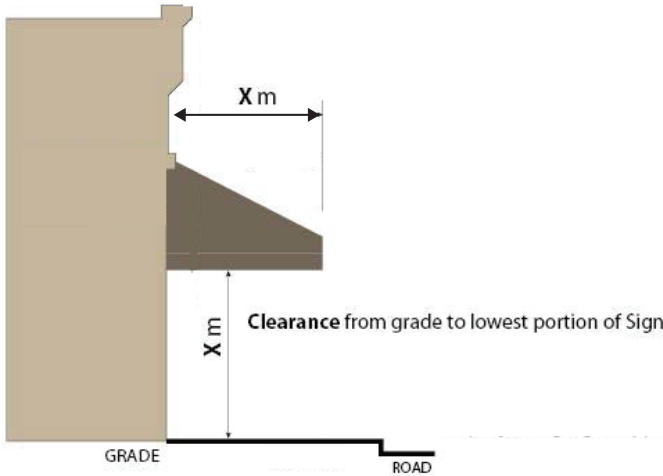
Signature of Agent	Date
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I, the owner, hereby give permission to _____ to act as my/our agent in all matters relating to this application.

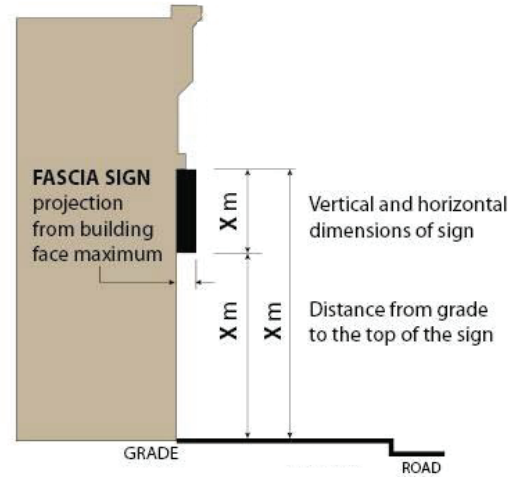
Signature of Owner	Date
Signature of Owner	Date

Office Use Only	Date Received	Received By (In-person, email, mail)
	Receipt No.	
	Fees Paid: \$	

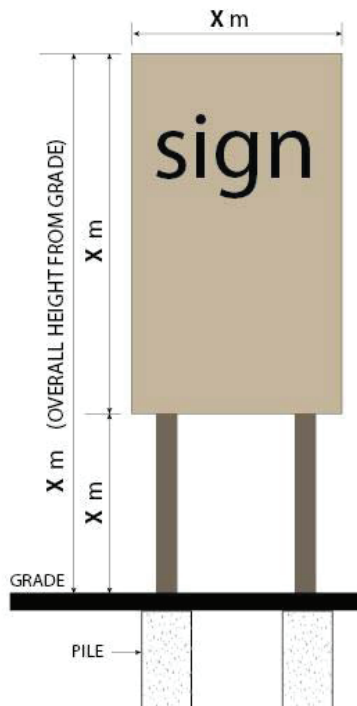
Projecting Sign



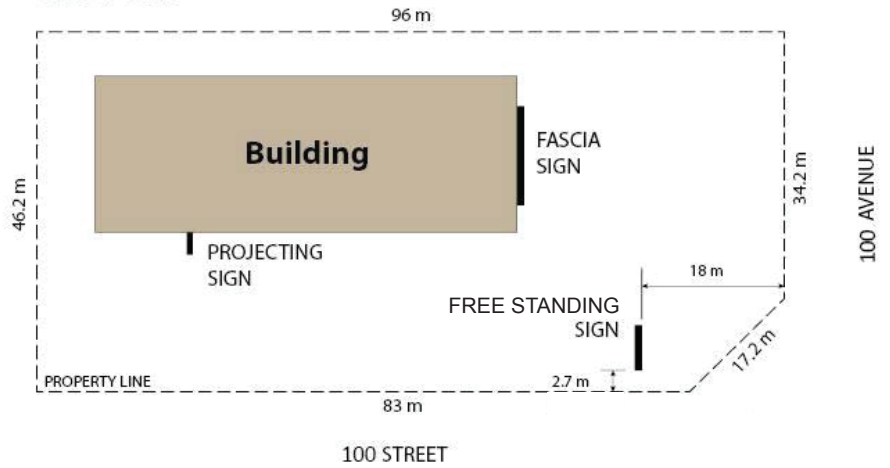
Fascia Sign



Free Standing Sign



Site Plan



Sign Area Vs. Copy Area



SIGN AREA
Total area within the outer edge of the frame or border of a sign.



COPY AREA
The area that encloses all of the copy.