

Notice of Special Event Permit Application | Sign Specifications

Signage is required to be posted on the subject property to notify the public of the proposed special event permit application. The sign must be posted as soon as practical after the application has been made, and kept in place continuously until after the CVRD Board of Directors has made a final decision for the application.

1

SIGN SIZE

- Minimum dimensions | 96 in (8 ft) x 48 feet (4 ft).

2

SIGN MATERIAL

- Corrugated plastic or other durable material.
- Colour | White background.

3

SIGN DESIGN

- Sign background to be white.
- Teal box (CMYK | 62,0,21,31).
- Map to be provided by CVRD Planner.

4

SIGN LETTERING

- Block arial capitals for all titles.
- Arial for all remaining text.
- Major heading | “Development Proposal” | | Minimum 3 inch high letters.
- Secondary heading | “Property Address” | Minimum 2 inch high letters.
- Third heading | “Type” | Minimum 1.5 inch high letters.
- All other words | Minimum 1.25 inch high letters.

5

SIGN CONTENT

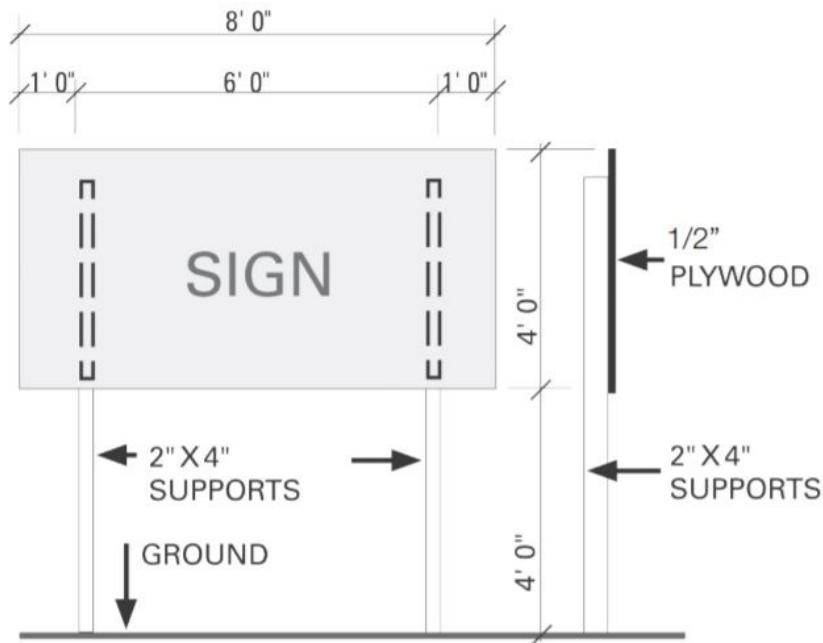
- Proposal text to be prepared by Planner.
- Application number will be assigned by the Development Services Division.
- The applicant’s name and phone number must appear on all signs and shall be no smaller than 1.25 inches high, in Arial font.
- Sign to be reviewed by a CVRD Planner prior to printing.

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SIGN INSTALLATION

As per the CVRD Development Application Procedures & Fees Bylaw No. 4267, the sign is to be installed as follows:

- The bottom edge of the sign(s) must be a minimum of 1 metre above the ground, and not more than 1.5 metres above the ground.
- One sign shall be located within 3 metres of the edge of pavement on any fronting road or parcel boundary line, whichever makes the sign(s) more legible for passers-by.
- The sign(s) shall be located approximately at the mid-point along each fronting road or parcel boundary line, except where this requirement would have the effect of obscuring the sign.
- The sign(s) shall be installed in a sound manner, be capable of withstanding typical west coast weather.
- The sign(s) shall be installed as per the sign placement detail diagram below. The sign is to be free standing, and not installed to a tree, pole etc.



Sign Placement Detail

PERMIT APPLICATION

Property Address or Lot #



COWICHAN
VALLEY
REGIONAL
DISTRICT

TYPE: SPECIAL EVENT APPLICATION

PROPOSAL: *Include short description*

APPLICANT:

Name

Address

Phone

Email

APPLICATION #:

Subject Property Map

FOR MORE INFORMATION PLEASE CONTACT:

Land Use Services Department

Phone | 250.746.2620

1-800-665-3955

Email | ds@cvrld.bc.ca