



SIGN PERMIT Application

APPLICANT INFORMATION

NAME:

COMPANY:

ADDRESS:

CITY:

EMAIL:

POSTAL CODE:

TEL:

CELL:

OWNER INFORMATION

NAME:

COMPANY:

ADDRESS:

CITY:

EMAIL:

POSTAL CODE:

TEL:

CELL:

SIGN COMPANY INFORMATION

COMPANY:

ADDRESS:

CITY:

EMAIL:

POSTAL CODE:

TEL:

CELL:

SIGN & BUSINESS DETAILS

BUSINESS NAME:

SIGN ADDRESS:

LEGAL ADDRESS:

LOT:

BLOCK:

RANGE:

SECTION:

PLAN:

DISTRICT:

SIGN DISTRICT

SIGN DISTRICT A (Residential)

Zoned: R-1, R-2, RM-1, RM-2, RM-3, RM-4

SIGN DISTRICT D (Highway Commercial) DPA-3

Zoned: C-1, C-2, C-3, C-4

SIGN DISTRICT B (Downtown) DPA-2

Zoned: C-1, C-3, C-1A, RM-6, RM-6A

SIGN DISTRICT E (Institutional)

Zoned: P-1, P-2

SIGN DISTRICT C (Other Commercial) DPA-4

Zoned: C-1, C-2, C-3, C-5

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

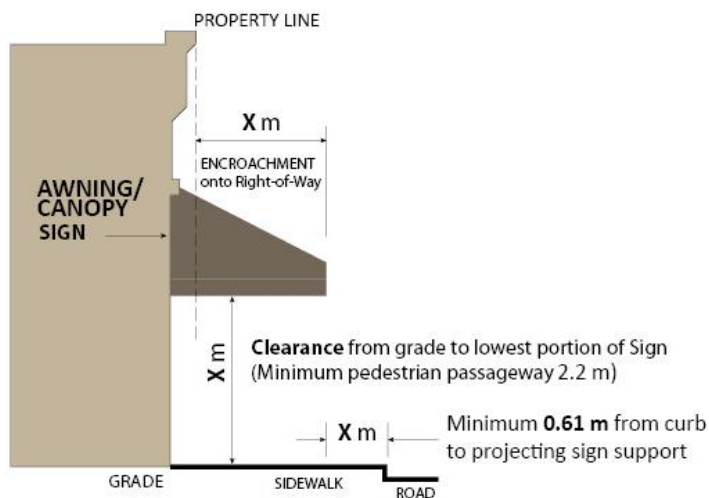
Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.

REQUIRED DOCUMENTATION	REQUIRED	SUBMITTED
Sign Information form; with all applicable information completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointment of Agent form; to be completed by property owner (not the tenant), if applicant is not the property owner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building Permit Application form; signed and completed NOTE: FOR MONUMENT & PYLON SIGNS ONLY	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan (see sample drawings) showing the following: <ul style="list-style-type: none"> The curb line, property line and location of any existing or proposed buildings Dimensions of the site (along property line) The corresponding streets, avenues and residential zones abutting the site The location of all proposed and existing sign(s) on the site The setbacks from the building to property line Any sidewalk or public roadways that the proposed sign shall extend over Distance between existing and proposed <i>Freestanding Signs</i> located on the site NOTE: FREE STANDING SIGNS ONLY	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Elevation drawing or Photographs (see sample drawings) showing the following: <ul style="list-style-type: none"> Location of the sign(s) on the building or structure Dimensions of the wall facade(s) (length and height in meters) Vertical and horizontal dimensions of the sign(s) Copy area on the sign – including dimensions Distance from grade to the top of the sign(s) NOTE: MONUMENT, PYLON & FLAG MOUNTED POLE SIGNS ONLY <ul style="list-style-type: none"> Clearance from grade to the lowest portion of the sign(s) NOTE: AWNING, CANOPY, FASCIA & PROJECTING SIGNS ONLY <ul style="list-style-type: none"> Distance from the building wall to the maximum projection of the sign(s) NOTE: FASCIA & PROJECTING SIGNS ONLY <ul style="list-style-type: none"> Description of the landscaping area or planter to be located adjacent to the sign(s), including plant species and landscaping cost estimate NOTE: MONUMENT & PYLON SIGNS ONLY	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Signage details showing the following (scaled): <ul style="list-style-type: none"> The overall dimensions of the Sign(s) = Sign Area A rendering of the Copy Area, color(s) and artwork to be displayed on the Sign The materials of which the Sign is to be constructed The method used to support or attach the sign The method of illumination (if any) The dimensions of Changeable Copy (if any) 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Foundation drawing showing the following: <ul style="list-style-type: none"> Dimensions of the sign base for monument and pylon signs. Structural design drawings will be required for monument and pylon signs greater than 2.3 m in height. NOTE: PYLON OR MONUMENT SIGNS ONLY	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

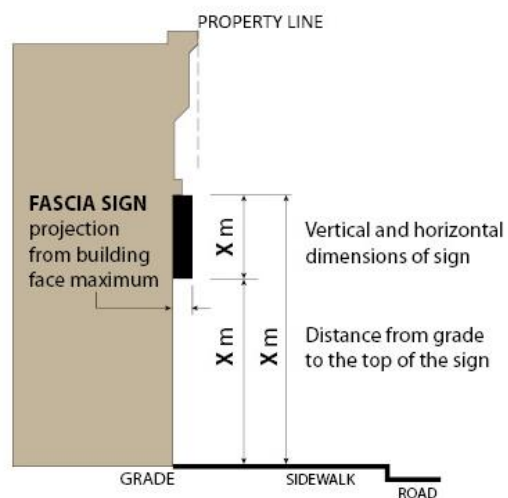
THIS CHECKLIST MUST BE COMPLETED AND RETURNED

SAMPLES OF REQUIRED DRAWINGS

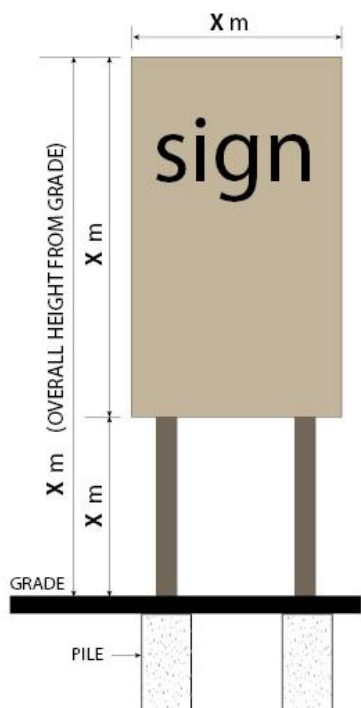
Projecting Sign



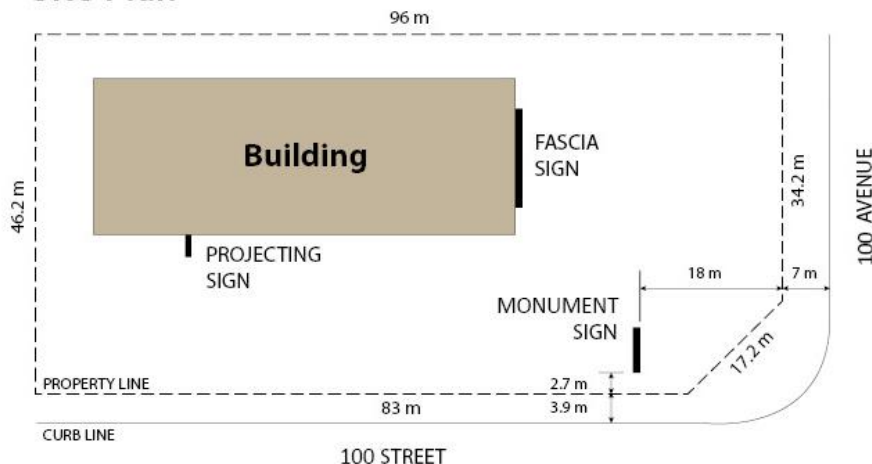
Fascia Sign



Pylon 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

SUBMITTED APPLICATIONS MUST INCLUDE DRAWINGS FOLLOWING THESE EXAMPLES. APPLICATIONS WITHOUT DRAWINGS WILL BE CONSIDERED INCOMPLETE.

PERMIT FEES

PROPOSED SIGN TYPE(S):	NUMBER OF SIGNS	TEMPORARY SIGN PERMIT FEE ¹	SIGN PERMIT FEE ²	DEVELOPMENT PERMIT FEE ³	STRUCTURAL DESIGN FEE ⁴	ILLUMINATED SIGNS PROCESSING FEE
BANNER	X	\$25.00	-			-
SPECIAL EVENT	X					
AWNING/CANOPY	X	-	\$50.00		-	\$50.00
COMMUNITY NOTICE BOARD	X					
FASCIA	X					
FLAG MOUNTED POLE	X					
MENU BOX	X					
PROJECTING	X					
MONUMENT OR PYLON	X			\$50.00	\$50.00	

TOTAL FEE:

AUTHORIZATION

I/We declare that all of the above statements and information contained in the material submitted in support of this application are, to the best of my/our knowledge, true and correct in all respects. Where the applicant is **not the REGISTERED OWNER** the application **must be signed by the REGISTERED OWNER** acknowledging this application.

Applicant's Signature:

Registered Owner's Signature:

Date:

Date:

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

OFFICE USE

PAID STAMP:

FILE NO:

APPLICATION FEE:

APPLICATION DATE:

SIGNATURE OF PLANNER:

CONDITIONS: