



# Application for Development Permit

*Sign Permit*

Applicant/Advertiser: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: bus \_\_\_\_\_ cell \_\_\_\_\_ fax \_\_\_\_\_ e-mail: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ (print): \_\_\_\_\_ Date: \_\_\_\_\_

Registered Land Owner: \_\_\_\_\_

(if applicant is other than owner)

Mailing Address: \_\_\_\_\_

Town/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone:(bus) \_\_\_\_\_ cell \_\_\_\_\_ fax \_\_\_\_\_ e-mail \_\_\_\_\_

Signature of Registered Owner: \_\_\_\_\_ (print) \_\_\_\_\_ Date: \_\_\_\_\_

Sign Company: \_\_\_\_\_

(if other than applicant)

Mailing Address: \_\_\_\_\_

Town/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone:(bus) \_\_\_\_\_ cell \_\_\_\_\_ fax \_\_\_\_\_ e-mail \_\_\_\_\_

Legal Description: Lot (Parcel) \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan No. \_\_\_\_\_

Address of Site for Proposed Sign: \_\_\_\_\_

Start Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Other Pertinent Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*For Office Use Only*

Permit Number: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Refused By: \_\_\_\_\_ Date: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

See Reverse

## MINIMUM REQUIREMENTS

---

- Application fee      **[\$30.00]** Free-standing Sign (flat rate)  
**[\$30.00]** Free-standing Sign (two or more advertisers)  
**[\$30.00]** Portable Sign (flat rate)  
**[\$30.00]** Fascia Sign, Canopy, Awning and all other types (flat rate)
- Letter of authorization from Registered Land Owner (if applicant is other than owner)
- 8 ½ X 11 Location Map
- Drawing of the sign with dimensions
- Certificate of Title (dated no less than 30 days from date of Application for all sign permits other than portable)

The above list is a generalized list of requirements. The Development Officer may require additional information as per the Land Use Bylaw.