

Permit No. _____

Building permit No. _____

Applicant Information

Name / Company Name: _____	
Street Address: _____	City/Town: _____
Province: _____	Postal Code: _____
Telephone Number: () _____	Fax Number: () _____
Name of Contact: _____	Email: _____

Property & Sign Information

Location of Proposed Sign (Civic Address): _____	
Name of Business/Company to be Advertised: _____	
Name of Landowner: _____	Telephone Number: _____
Street Address: _____	City/Town: _____
Province: _____	Postal Code: _____

Sign Information

<u>Type of sign:</u> Freestanding _____ Directory _____ Facia _____ Canopy _____ Projecting _____ Sandwich Board _____ Directory Panel..... _____ (See Graphic on Page 2 if unsure of sign type)	<u>Material:</u> Wood..... _____ Plastic..... _____ Metal..... _____ Fabric..... _____ Other _____	<u>Illumination:</u> Internal..... _____ External..... _____ None..... _____ Other _____
Dimensions of Proposed Sign (in metres)		
Height: _____		Height (Ground to Top): _____
Length: _____		
Width (projection): _____		
Total Sign Area =	Zoning of Subject Property:	Special Sign District:

I agree to comply with all the standards and provisions set forth in the Section 7 of Zoning By-Law Z-2 and any other terms and conditions assigned through the issuance of a sign permit. Failure to comply with any or all of these standards and provisions may result in the revoking of a sign permit.

Further, I realize that the payment of monies for this application does not constitute approval to erect or construct any sign.

Landowner Signature _____
 Letter Attached
 Date: _____

Applicant Signature _____
 Date: _____

Fee:	
Sandwich Board or Directory Panel:	\$75.00 _____
All Other Types of Signs:	\$100.00 _____

Check List: Please use the check list below to ensure all required information is included with the application. Please note that incomplete applications will not be accepted or processed.

- | |
|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Site Plan with required information as outlined to the below<input type="checkbox"/> Detailed renderings/graphic showing dimensions of proposed sign<input type="checkbox"/> Base/supporting framework/anchoring details<input type="checkbox"/> Construction Materials<input type="checkbox"/> Associated Fee<input type="checkbox"/> Signature of Landowner or Letter of Authorization |
| <ul style="list-style-type: none">• Site Plans must include the following information:<ul style="list-style-type: none">a. Setback of proposed sign to the legal boundaries of the subject propertyb. Location of all buildings on subject propertyc. Location of proposed sign in relation to nearest street line, sidewalk, driveways, trees, & any street furnishingsd. Location of any right-of-ways or easements on the subject property |

Please find below graphic examples of the types of signs referenced in the “sign information” section. If you are still unsure which category your proposed sign falls into please contact the Development Services Department for clarification.

Directory Sign



Sandwich Board Sign



Facia Sign

Freestanding Sign



Canopy Sign



Projecting Sign

THE FOLLOWING SECTION IS FOR OFFICE USE ONLY

(Development Services)

Date Approved: _____

(Building Inspections)

Date Approved: _____

Variance Required Yes / No

File # _____ Approval Date _____

Zone Amendment Required Yes / No

File # _____ Approval Date _____

Fee/Receipt _____

Terms & Conditions: _____

Sign Permit No.
Building Permit No.

Form No.:	LIV-FRM-002E	Service:	Development Approval
Issue No.:	1.3	Issue Date:	11/03/24
Printed On:	January 25, 2016	©	May 25, 2001