



# SIGN PERMIT APPLICATION

## DESCRIPTION OF PROPERTY

Street Address: \_\_\_\_\_  
 Legal Description: Lot \_\_\_ Block \_\_\_ Section \_\_\_ Plan \_\_\_\_\_ Except \_\_\_\_\_  
 \_\_\_\_\_

## APPLICANT'S CONTACT INFORMATION - Please print clearly

Check if APPLICANT is the sole OWNER, if not complete *Owner's Authorization Form* - attached

Name			
Address	City	Province	Postal Code
Email	Tel	Cell	Fax
Contractor Name			
Address	City	Province	Postal Code
Email	Tel	Cell	Fax

# SIGN DETAILS

Pursuant to Schedule A of the District of Sooke Bylaw No. 480, *Sign Regulation Bylaw, 2011*, I make application to install the following sign (mark the appropriate boxes):

- | SIGN TYPE:                                                                            | FEE:                                                    |
|---------------------------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Alteration/Replacement                                       | \$ 25.00                                                |
| <input type="checkbox"/> Awning                                                       | \$100.00                                                |
| <input type="checkbox"/> Banner: Calendar Year                                        | \$ 50.00                                                |
| <input type="checkbox"/> Banner: Twenty Day                                           | \$ 25.00                                                |
| <input type="checkbox"/> Bed and Breakfast                                            | \$ 25.00                                                |
| <input type="checkbox"/> Canopy Sign                                                  | \$100.00                                                |
| <input type="checkbox"/> Construction project                                         | \$100.00                                                |
| <input type="checkbox"/> Directional                                                  | \$ 25.00                                                |
| <input type="checkbox"/> Directory                                                    | \$ 50.00                                                |
| <input type="checkbox"/> Electronic Message Board                                     | \$100.00                                                |
| <input type="checkbox"/> Facade                                                       | \$100.00                                                |
| <input type="checkbox"/> Free Standing                                                | \$100.00                                                |
| <input type="checkbox"/> Home Occupation                                              | \$ 25.00                                                |
| <input type="checkbox"/> Inflatable                                                   | \$ 25.00                                                |
| <input type="checkbox"/> Mural                                                        | \$ 20.00                                                |
| <input type="checkbox"/> Sandwich Board Sign ( <i>Initial permit application</i> )    | \$ 20.00 per sign for the 1 <sup>st</sup> calendar year |
| <input type="checkbox"/> Sandwich Board Sign ( <i>App. to renew existing permit</i> ) | \$ 5.00 per sign/calendar year                          |
| <input type="checkbox"/> Projecting Sign                                              | \$100.00                                                |
| <input type="checkbox"/> Way Finding Sign Panel                                       | \$200.00 per panel/calendar year                        |
| <input type="checkbox"/> Other                                                        | \$ 50.00                                                |
| <input type="checkbox"/> Special Event                                                | \$NIL                                                   |
| <input type="checkbox"/> Municipal                                                    | \$NIL                                                   |

## INFORMATION REQUIREMENTS

Required	Required by District Staff (if checked)
<p><b>A. PLANS – two sets of site plans to scale showing:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> location of all buildings and structures on the parcel;</li> <li><input type="checkbox"/> the location and dimensions of all existing signs on the buildings;</li> <li><input type="checkbox"/> The length of the building facade on which the sign is to be placed, expressed in meters (m);</li> <li><input type="checkbox"/> the location and dimension of proposed signs;</li> <li><input type="checkbox"/> the overall height of the sign(s) and clearance beneath it, measured from grade;</li> <li><input type="checkbox"/> the type of illumination and colours to be used;</li> <li><input type="checkbox"/> the type of construction of the sign(s) and the materials(s) to be used;</li> <li><input type="checkbox"/> the method of attachment to a building or structure.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Existing landscaped areas on parcel;</li> <li><input type="checkbox"/> colour photographs of the site and building on which the proposed sign(s) are to be located, illustrating existing signs and the location of the proposed sign(s);</li> <li><input type="checkbox"/> other reports or information necessary to evaluate the sign permit application;</li> <li><input type="checkbox"/> development permit, or</li> <li><input type="checkbox"/> plans sealed by a registered professional engineer.</li> </ul>

**This application may be rejected or its approval delayed if any of the above Required Information Requirements are missing or if this form is incomplete.**

## Authorization

The undersigned, being the owner/authorized agent of the owner (**Owner's Authorization Form attached**) of the described property, hereby make an application for a permit to undertake the specified work. I agree to conform to all requirements of the *Sign Regulation Bylaw, 2011* and other applicable bylaws. Neither the issuance of this Permit, nor acceptance of the drawings and specifications submitted as part of this application, relieves me from the responsibility of ensuring the construction for which this permit is issued conforms to the requirements of the applicable bylaws, or prevents the Municipal Engineer from requiring correction of any errors in construction or any contravention of the applicable bylaws.

**WAIVER AND INDEMNITY:** I assume all risks incidental to construction and inspection services and agree to release, save harmless and indemnify the District of Sooke and its officials, agents, servants and representatives, from and against all claims, actions, costs, expenses and demands with respect to the death, injury, loss or damage to persons or property arising out of or in connection with the construction and inspection services. I understand that no warranty is implied for inspection services and that this waiver and indemnity is binding on me, my heirs, executors and assigns.

Applicant's Signature

Date

## Owner's Authorization Form

All property owners registered on the Certificate of Title must provide written approval to allow the APPLICANT to act on their behalf.

\_\_\_\_\_, is hereby authorized to act as my agent for the purpose of \_\_\_\_\_, located at:

Street Address: \_\_\_\_\_

Legal Description: Lot \_\_\_ Block \_\_\_ Section \_\_\_ Plan \_\_\_\_\_ Except \_\_\_\_\_

### REGISTERED OWNER 1

Name of Registered Owner: \_\_\_\_\_

Signature of Registered Owner: \_\_\_\_\_

Date: \_\_\_\_\_

### REGISTERED OWNER 2

Name of Registered Owner: \_\_\_\_\_

Signature of Registered Owner: \_\_\_\_\_

Date: \_\_\_\_\_

### REGISTERED OWNER 3

Name of Registered Owner: \_\_\_\_\_

Signature of Registered Owner: \_\_\_\_\_

Date: \_\_\_\_\_

### REGISTERED OWNER 4

Name of Registered Owner: \_\_\_\_\_

Signature of Registered Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Other enactments of the District of Sooke, the Province of British Columbia and the Government of Canada may apply to development affected by this bylaw. Applicants should satisfy themselves that all regulatory requirements affecting their proposal are met.