



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

INFORMATION REQUIREMENTS

Required	Required by District Staff (if checked)
A. PLANS – two sets of site plans to scale showing: ☐ location of all buildings and structures on the parcel; ☐ the location and dimensions of all existing signs on the buildings; ☐ The length of the building facade on which the sign is to be placed, expressed in meters (m); ☐ the location and dimension of proposed signs; ☐ the overall height of the sign(s) and clearance beneath it, measured from grade; ☐ the type of illumination and colours to be used; ☐ the type of construction of the sign(s) and the materials(s) to be used; ☐ the method of attachment to a building or structure.	☐ Existing landscaped areas on parcel; ☐ 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); ☐ other reports or information necessary to evaluate the sign permit application; ☐ development permit, or ☐ plans sealed by a registered professional engineer.

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.