

## Sign Permit Application

**PLEASE NOTE:** Only complete applications will be accepted

**Sign Type check all that apply:**

- |   |   |
|---|---|
| <input type="checkbox"/> Alteration/Replacement   | <input type="checkbox"/> Awning               |
| <input type="checkbox"/> Banner: Calendar Year    | <input type="checkbox"/> Bed and Breakfast    |
| <input type="checkbox"/> Canopy Sign              | <input type="checkbox"/> Construction Project |
| <input type="checkbox"/> Directional              | <input type="checkbox"/> Directory            |
| <input type="checkbox"/> Electronic Message Board | <input type="checkbox"/> Façade               |
| <input type="checkbox"/> Free Standing            | <input type="checkbox"/> Home Occupation      |
| <input type="checkbox"/> Inflatable               | <input type="checkbox"/> Mural                |
| <input type="checkbox"/> Municipal                | <input type="checkbox"/> Projecting Sign      |
| <input type="checkbox"/> Sandwich Board           | <input type="checkbox"/> Special Event        |
| <input type="checkbox"/> Wayfinding Sign Panel    | <input type="checkbox"/> Other                |

## Description of Property

**Civic Address:**

Sooke		British Columbia	
City	Province	Postal Code	

**Legal Description:**

Lot	Block	Section	Plan	PID

**Zoning:**

\_\_\_\_\_

**OCP Designation:**

\_\_\_\_\_

## Applicant Contact Information

**Applicant is:**

Sole Property Owner  Yes  No *(See Owner's Authorization Form)*

**Name:**

\_\_\_\_\_

**Email:**

\_\_\_\_\_

**Phone Number(s):**

\_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_

City	Province	Postal Code
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## Description of Sign(s) *(attach a separate page if necessary)*

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## Application Fee Schedule

A complete application includes payment of fees. The fees for development applications are outlined in Schedule 5 of [District of Sooke Fees and Charges Bylaw No. 752](#); please refer to this Bylaw for complete details.

	FEE	TOTAL
Alteration/Replacement	\$25.00	
Awning	\$100.00	
Banner (calendar year permit)	\$50.00	
Banner (20-day permit)	\$25.00	
Bed and Breakfast	\$25.00	
Canopy Sign	\$100.00	
Construction Project Sign	100.00	
Directional Sign	\$25.00	
Directory Sign	\$50.00	
Electronic Message Board	\$100.00	
Façade	\$100.00	
Free Standing	\$100.00	
Home Occupation	\$25.00	
Inflatable	\$25.00	
Municipal	No Charge	
Mural	\$20.00	
Sandwich Board (initial application)	\$20.00 for the 1 <sup>st</sup> calendar year	
Sandwich Board (renewal)	\$5.00 per sign per calendar year	
Special Event	No Charge	
Projecting Sign	\$100.00	
Wayfinding Sign Panel	\$200.00 per panel per calendar year	
Other	\$50.00	
<b>Total Application Fee(s) Due</b>		

## Application Requirements Checklist

All required Attachments must be provided as separate digital PDFs without any passwords or restrictions.

**PLEASE NOTE:** All application submissions must adhere to the following naming convention: [YYYY-MM-DD Attachment Title.pdf]. For example, the attachment for the Application Form would be named: 2024-01-01 Application Form.pdf.

Complete application packages can be submitted by email to [planning@sooke.ca](mailto:planning@sooke.ca). If the application cannot be submitted electronically, please contact the Planning department at [planning@sooke.ca](mailto:planning@sooke.ca) or 250-642-1634 to make alternative arrangements for submission.

REC.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Application Form	Completed Application Form.
<input type="checkbox"/>	Owner's Authorization Form	Signed by all Property Owners registered on Title.
<input type="checkbox"/>	Application Fee	Per <a href="#">District of Sooke Bylaw Fees and Charges Bylaw No. 752</a> .
<input type="checkbox"/>	Site Plan (metric scale only)	<input type="checkbox"/> Location of all buildings and structures on the parcel <input type="checkbox"/> Location and dimensions of all existing signs on the buildings <input type="checkbox"/> Length of building façade on which the sign is to be placed in metres <input type="checkbox"/> Location and dimensions of proposed sign(s) <input type="checkbox"/> Overall height of sign(s) and clearance beneath it, measured from grade <input type="checkbox"/> Type of illumination and colours to be used <input type="checkbox"/> Type of construction of the sign(s) and the materials to be used <input type="checkbox"/> Method of attachment to the building or structure
<input type="checkbox"/>	Dimensioned Renderings	<input type="checkbox"/> Colour photographs or renderings 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)
<input type="checkbox"/>	Other (If required as requested by staff)	<input type="checkbox"/> Existing landscaped areas on parcel <input type="checkbox"/> Other reports or information necessary to evaluate the sign permit application <input type="checkbox"/> Development permit <input type="checkbox"/> Plans sealed by a registered professional engineer

## Application Submission Acknowledgement

- I hereby make an application as specified herein, and declare that all the information submitted in support of the application is true and correct in all respects.
- I hereby acknowledge that all the information provided herein is collected for the purpose of administering the *Local Government Act* and the bylaws of the municipality under the *Local Government Act*, and under the authority of those enactments.
- I hereby acknowledge that submission of the Application Form and associated Attachments does not automatically constitute acceptance of the application.

**PLEASE NOTE:** Upon receipt of a complete application, District of Sooke staff will confirm acceptance of the application with the applicant.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_