



MUNICIPAL OFFICES
 1027 ALDOUS ST.
 BOX 879
 SMITHERS, B.C. V0J 2N0
 TELEPHONE (250) 847-1600
 FAX (250) 847-1601

FILE: 4520-35

**SIGN BYLAW NO. 1661
 APPLICATION FOR SIGN PERMIT**

Applicant Information

Date of Application: _____

Name of Applicant(s): _____

Mailing Address: _____

Telephone Number: Business _____ Residence _____ Fax _____

Property Information

Civic Address: _____

Legal Description: _____

<u># of Signs</u>	<u>Fee (per sign)</u>	<u># of Signs</u>	<u>Fee (per sign)</u>
_____	Balloon Sign \$25.00	_____	Freestanding Sign \$50.00
_____	Banner Sign \$25.00	_____	*Projecting Sign \$50.00
_____	*Canopy Sign \$25.00	_____	*Sandwich Board Sign \$50.00
_____	Fascia Sign \$25.00		
_____	*Marquee Sign \$25.00		
			Total Fee: \$ _____

***SANDWICH BOARD SIGNS** on sidewalks or boulevards require a HIGHWAY LICENCE OF OCCUPATION AGREEMENT. **CANOPY, MARQUEE** and **PROJECTING SIGNS** over the road right-of-way, require a HIGHWAY ENCROACHMENT AGREEMENT.

Note

- This application must be accompanied with 2 sets of plans and specifications drawn in accordance with standard architectural practice to an appropriate scale and showing such information as may be necessary to provide for the enforcement of the applicable Bylaws. Key information, if applicable includes: site plan showing setbacks to existing signs, buildings and property boundaries; dimensions of each sign and colors.
- The following inspections are required to be called for on all sign installations within the boundaries of the Town of Smithers: 1) siting and/or foundation 2) method of attachment and 3) final inspection.
- I hereby agree to indemnify and keep harmless the Town of Smithers against all claims of whatsoever kind which may in any way occur against the Town in consequence of, and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of any Bylaw relating to installation of signs in the Town.

I/WE HEREBY DECLARE THAT ALL THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN THE MATERIAL SUBMITTED IN SUPPORT OF THIS APPLICATION ARE TO THE BEST OF MY/OUR BELIEF TRUE AND CORRECT IN ALL RESPECTS.

 Signature of Applicant

 Printed Name of Applicant

 Date

If Owner is not the Applicant (please complete)

 Signature of Property Owner

 Printed Name of Property Owner

 Date

APPROVED: _____
 Mark Allen, Director of Development Services

 Date

SIGN PERMIT

**Pursuant to Town of Smithers Sign Bylaw No. 1450
PROCEDURAL SHEET**

Sign Permit Number: SP _____

Sign Classification: _____

Fee:\$ _____

Date Payment Received: _____

VERIFICATIONS

Additional information required: yes no

Comments: _____

Zoning: _____

Calculations: _____

Development Variance Permit Required: yes no Date Application Received: _____

Encroachment Agreement: Required: yes no Date Received: _____

Licence of Occupation Agreement Req'd: yes no Date Received: _____

Insurance Policy (Town named Additional Insured) Required: yes no Date Received: _____

REFERRALS

Building Inspector: yes no **Building Permit Required:** yes no

Comments _____

Signature _____ Date _____

Director of Planning: yes no

Comments _____

Signature _____ Date _____

Engineering: yes no

Comments _____

Signature _____ Date _____

Bylaw Enforcement Officer: yes no

Comments _____

Signature _____ Date _____

APPROVED: _____
Director of Development Services or Designate

Date _____
Date _____