

SIGN PERMIT APPLICATION

(PAID Stamp)
Enter MS/DEV005

| APPLICANT INFORMATION | PROPERTY OWNER INFORMATION |
|-----------------------------|----------------------------|
| Name of Applicant(s): _____ | Name of Owner(s): _____ |
| Mailing Address: _____ | Mailing Address: _____ |
| Phone: _____ Email: _____ | Phone: _____ Email: _____ |

| PROPERTY INFORMATION |
|---|
| Civic (Physical) Address: _____ |
| Business Name: _____ |
| Building Frontage (m): _____ Folio: _____ |
| Legal Description: _____ |
| Property Zoning: _____ |
| Does your business have a current Town of Smithers Business License? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Application is for: <input type="checkbox"/> New signs <input type="checkbox"/> Change existing signs (including rebranding) <input type="checkbox"/> Move signs (new location) |

| SIGN INFORMATION | | | |
|--|--|--------------------------------------|--|
| Permanent Signs | Number of Signs | Sign Area (m ²) Per Sign | On or Over Road Right-of-Way? (Yes/No) |
| Fascia (\$55/sign) | | | |
| Hanging (\$55/sign) | | | |
| Projecting (\$55/sign) | | | |
| Freestanding (\$55/sign) | | | <i>Not permitted</i> |
| Canopy (55\$/sign) | | | |
| Digital Menu Board (55\$/sign) | | | <i>Not permitted</i> |
| Temporary Signs | | | |
| Sandwich Board (\$55/sign) | | | |
| Balloon (\$55/sign) | | | <i>Not permitted</i> |
| Banner (\$55/sign) Dates of display | (Max. 30 days per year) | From: _____ | To: _____ |
| Other: | Main Street Directional Tree Sign - \$225 for new sign; \$155 for name change <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| TOTAL FEE: | | | |

| ATTACHMENT CHECKLIST |
|--|
| <p>A) Please attached the following with all applications:</p> <p><input type="checkbox"/> <u>Drawing(s)</u> in metric showing:</p> <ul style="list-style-type: none"> - Sign area, supporting structure, height above finished grade, colour scheme, materials, copy and lighting details. - Proposed sign position on the building together with any additional signage (photograph can also be submitted). <p><input type="checkbox"/> <u>Site Plan</u> showing sign placement, including setbacks from existing signs, buildings and property boundaries.</p> |

APPLICATION CHECKLIST

B) For Freestanding Signs or as required by the Building Inspector:

Town of Smithers Building Permit Application.

C) For Projecting, Canopy, Fascia or Hanging Signs located above a road right-of-way (i.e. Sidewalk):

Town of Smithers Encroachment Agreement. Signed by the Property Owner

Drawings indicating min. vertical clearance of 2.4 m above grade; max. horizontal projection of 0.6 m from a curb line.

Certificate of insurance with the Town of Smithers added as "additional insured" to a minimum \$2,000,000.00 liability.

D) For Sandwich Board Signs and any temporary sign over 1.5 m² permitted to be located on a road right-of-way:

Town of Smithers Highway License of Occupation Agreement.

Site Plan indicating a minimum 1.5 m clear unimpeded pedestrian access width is provided and maintained.

Certificate of insurance with the Town of Smithers added as "additional insured" to a minimum \$2,000,000.00 liability.

E) Digital Menu Board Signs

Copy of Manufacturers specifications confirming Luminance and Lux

Statement confirming the sign will not display any animation, blinking, or flashing of lights.

ACKNOWLEDGMENT & AUTHORIZATION

I HAVE READ AND UNDERSTAND THE SIGN REGULATIONS AS OUTLINED IN THE TOWN OF SMITHERS "YOUR GUIDE TO SIGN REGULATIONS" & TOWN OF SMITHERS SIGN BYLAW NO. 1841.

I AGREE TO CONTINUOUSLY MAINTAIN THE SIGNS SO THAT THEY DO NOT EXHIBIT WEAR, NEGLIGENCE OR DAMAGE AND REMAIN STRUCTURALLY SOUND AND FREE FROM ALL HAZARDS.

I hereby make application for a Sign Permit in accordance with the above-stated information and declare that the statements are true and correct. I agree, if granted a permit, to comply with all relevant bylaws in the Town of Smithers.

Signature of Applicant: _____ **Date:** _____

Signature of Property Owner (if different): _____ **Date:** _____

Your personal information is maintained in accordance with the *Freedom of Information and Protection of Privacy Act*.

OFFICIAL USE ONLY

Sign Permit Number: SP _____

PERMIT CONDITIONS:

APPROVED: _____
Planner

Date

APPROVED: _____
Director of Development Services or Designate

Date