

ATTACHMENT CHECKLIST

A) PLEASE ATTACH THE FOLLOWING FOR ALL APPLICATIONS:

- Letter of authorization if the applicant is other than the registered owner(s).
- Site Disclosure Statement in accordance with the *Environmental Management Act* and *Contaminated Sites Regulation*.
- Site plan (including 1 set of reduced 8.5x11 plans) showing:
 - Location of existing and proposed buildings and structures, lot dimensions & setbacks.
 - Parking areas, loading space, access/egress, garbage areas & landscaping.
 - North arrow & scale.
 - Measurements in metric (imperial measurements may also be included).
- Supplemental letter of intent & rationale is strongly encouraged but not required.
- Other information as necessary to assess the development proposal.
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B) OCP &/OR ZONING AMENDMENT APPLICATIONS ONLY:

- Acknowledge sign notification posting requirements as specified by the Town of Smithers.

C) ENVIRONMENTAL DEVELOPMENT PERMIT APPLICATIONS ONLY:

- Plans showing:
 - Toe of slope and top of bank;
 - Location of watercourses and any watercourse setback areas that are located on or that abut the site;
 - Existing and proposed grades, including details on proposed retaining walls;
 - Floodplain areas;
 - Areas to be cleared, areas of cut and fill and proposed sequencing/timing.

D) FORM & CHARACTER DEVELOPMENT PERMIT APPLICATIONS ONLY:

- Elevation drawings illustrating all sides of the building(s) & including proposed signage details.
- Exterior samples and materials.

E) TEMPORARY USE PERMIT APPLICATIONS ONLY:

- Rationale & long-term plans outlining when & how temporary use will be ended, buildings/area to be used, hours of use & site rehabilitation.
- Permit length requested (max. 3 years): _____

AUTHORIZATION

As the applicant or approved agent, I hereby make application in accordance with the above-stated information and declare that the statements are true and correct.

I understand that this application form is a public document and that any and all information contained in it, including personal information as defined in the *Freedom of Information and Protection of Privacy Act* of BC, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing.

I acknowledge that fees as per the Town of Smithers Fees and Charges Bylaw No. 1941 do not imply or guarantee application approval.

Applicant Signature: Karen Banca

Date: April 30 2026

Your personal information is maintained in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have any questions regarding the use of your personal information, please call the Director of Corporate Services for the Town of Smithers at 250-847-1600.

Updated February 13, 2026

Letter of Intent and Rationale for Installation of Multiple Signs

April 30, 2026

Mayor and Council

Town of Smithers

To Whom It May Concern,

I am writing to respectfully request approval for the installation of multiple exterior signs for Fresh Slice, located at the corner of Main Street and 4th Avenue in Smithers, British Columbia (1306 Main St). The proposed signage includes:

- One fascia sign facing Main Street
- Hanging sign oriented toward Main Street
- One fascia sign facing 4th Avenue

This request reflects the unique characteristics of the property as a corner-lot business with dual street frontage and distinct lines of visibility.

Rationale

The intent of this signage plan is to ensure the business is clearly identifiable, accessible, and consistent with the commercial character of the surrounding area. The proposal is based on the following considerations:

- **Enhanced Visibility:** Due to the building's orientation, a single façade sign does not provide adequate exposure to both Main Street and 4th Avenue. A second fascia sign ensures the business is visible to traffic and pedestrians approaching from either side.
- **Improved Wayfinding and Safety:** The addition of a projecting (hanging) sign along Main Street will provide earlier visual recognition for pedestrians and motorists traveling parallel to the storefront. This reduces uncertainty, prevents last-minute stops or turns, and contributes to safer traffic and pedestrian flow.
- **Brand Exposure and Economic Contribution:** Increased visibility directly supports business viability by making it easier for customers and visitors to locate the establishment. Strong, consistent signage enhances brand recognition and contributes positively to the vibrancy of the downtown commercial district.

- **Contextual Compatibility:** Corner-lot properties within commercial areas commonly utilize both fascia and projecting signage to address dual frontage conditions. The proposed signage is consistent with established streetscape practices and will integrate respectfully with neighboring businesses.

Design and Compliance

All signage will:

- Be professionally designed and installed
- Maintain a cohesive and high-quality appearance aligned with the business identity
- Comply fully with applicable signage bylaws and regulations of the Town of Smithers
- Be placed so as not to obstruct sightlines, pedestrian movement, or adjacent properties

The intent is to create signage that is both effective and visually appropriate, contributing positively to the overall character of the area. Elevation drawings are also attached in separate file illustrating all sides of the building and including proposed signage details.

Considering the above, I respectfully submit that the proposed combination of fascia and hanging signage represents a reasonable and appropriate approach to addressing visibility challenges while enhancing the commercial streetscape.

Thank you for your time and consideration. I would welcome the opportunity to provide further details or discuss this proposal if required.

Yours sincerely,

[Redacted Signature]



Channel Letters

1306 Main St
Smithers, BC V0J 2N0

North-West South-West



Exterior & Interior Sign • Graphics • Vehicle Wrap

3D Letters

North-West South-West



Blade Sign



Non Illuminated Aluminum 3D Letters:
RETURN & TRIM : Black

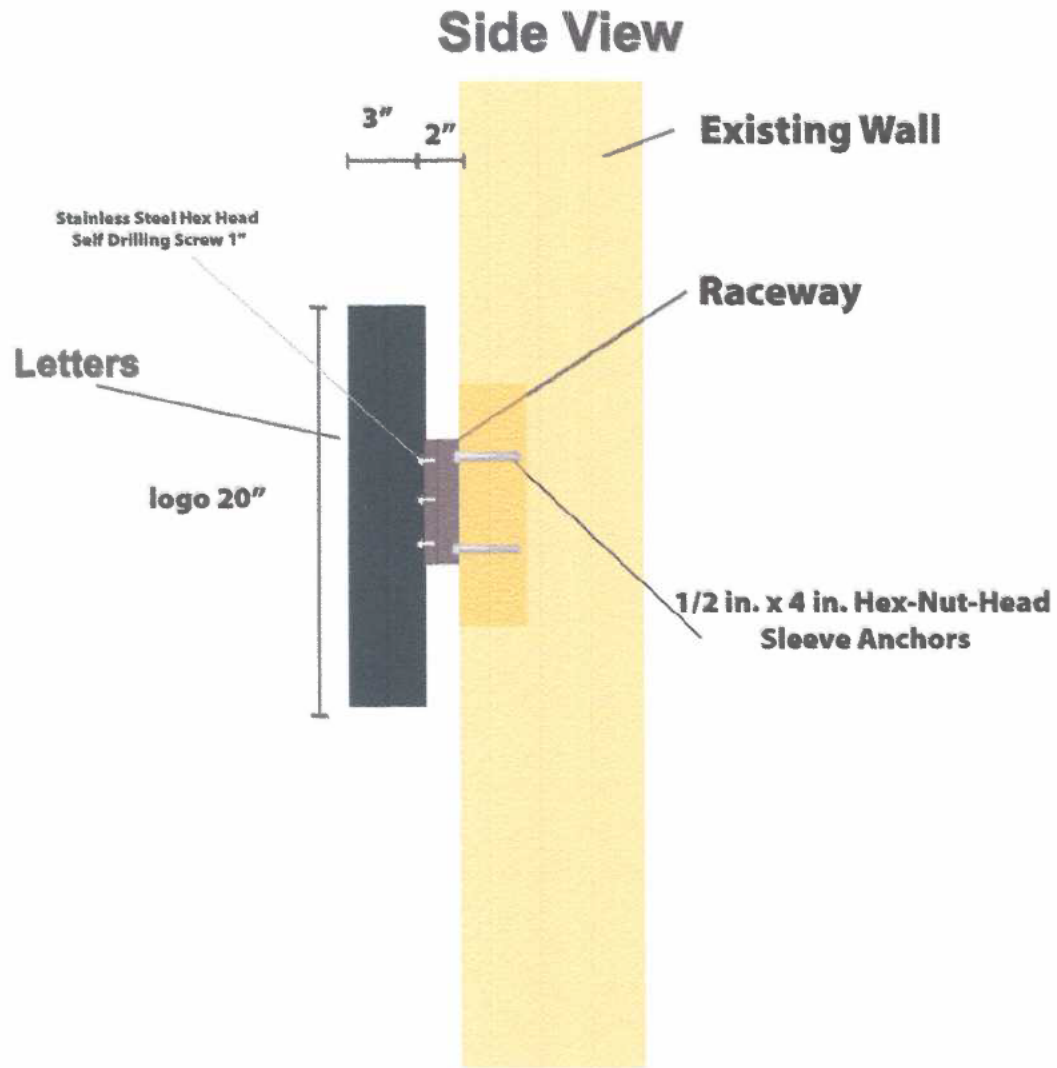
Face: GREEN RED

SITE CHECK REQUIRED



Installation 3D Letters

1306 Main St
Smithers, BC V0J 2N0





3D Letters North-West

1306 Main St
Smithers, BC V0J 2N0

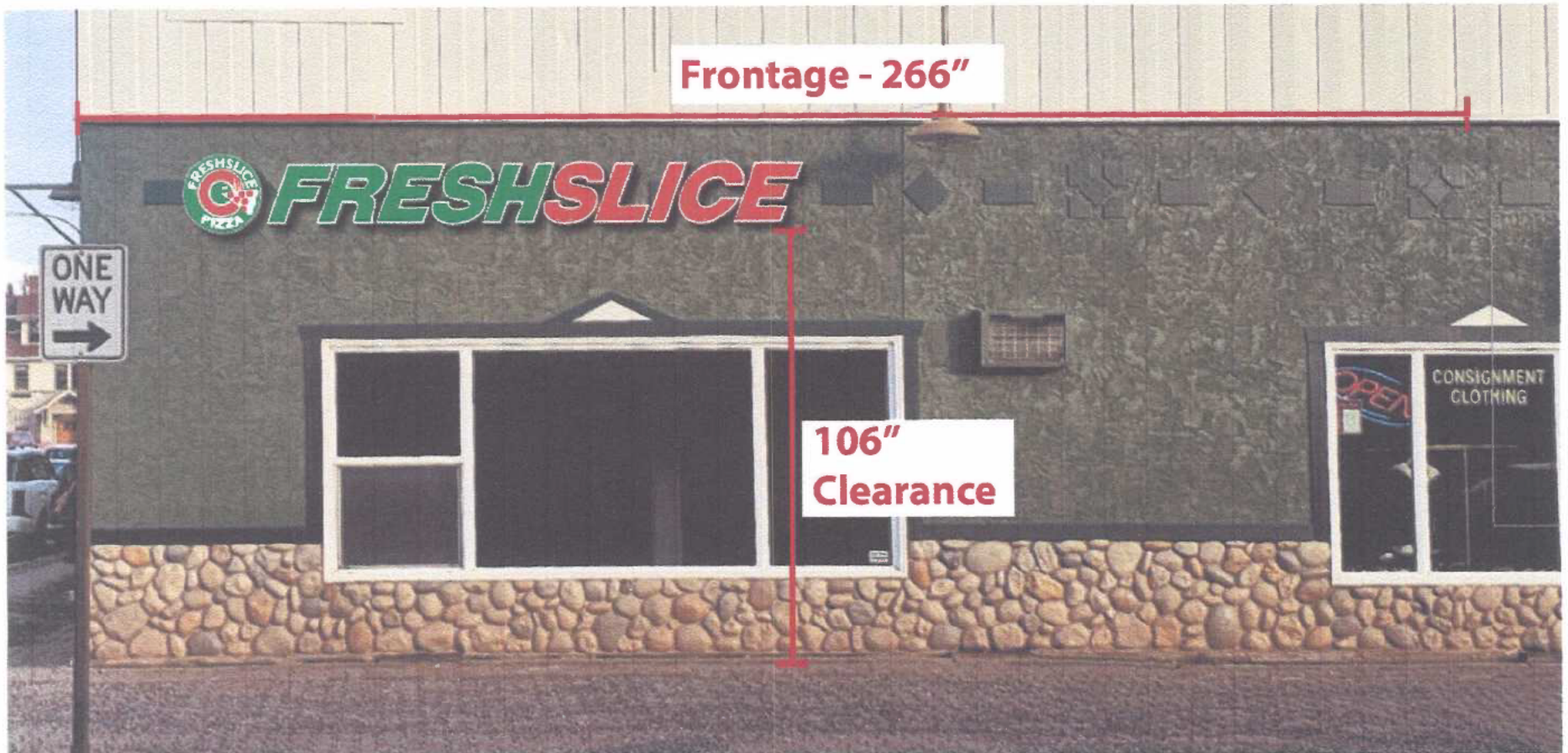


Exterior & Interior Sign • Graphics • Vehicle Wrap



3D Letters South-West

1306 Main St
Smithers, BC V0J 2N0

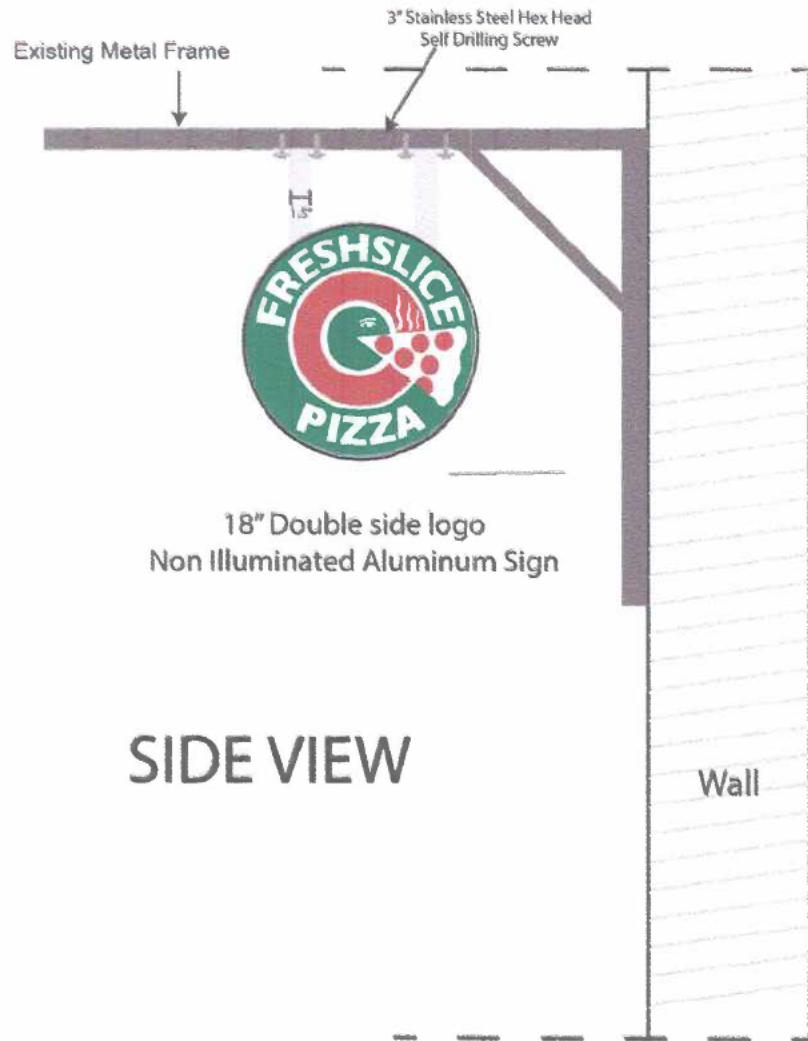


Exterior & Interior Sign • Graphics • Vehicle Wrap



Installation Blade Sign

1306 Main St
Smithers, BC V0J 2N0





BUILDING BYLAW

APPENDIX D – LETTER OF AUTHORIZATION

To whom it may concern:

Property Address: 1306 Main Street of 3778 FOURTH AVE SMITHERS V0J 2N3

Legal Description: LOT 20, BLOCK 29, PLAN PRP1054, DISTRICT LOT 5289, RANGE 5, COAST RANGE 5 LAND DISTRICT PID: 013-674-269

I am the owner, as defined in the current "Building Bylaw", of the above referenced property

and hereby authorize:

Representative/Contact:

[Redacted Name]

(PRINT)

Tel. No.: [Redacted] Cell No.: [Redacted] Fax No.: [Redacted]

E-mail: [Redacted]

Please check where applicable.

To represent me in an application for:

- Building Permit Application (If Registered Professional is involved, use Appendix D, Owner's Undertaking)
- Demolition Permit Application
- Subtrade Permit

To obtain copies of:

- Building Permit Plans (Archive Copies)

Owner's Information:

Name: [Redacted]

[Redacted Address]

Tel. No.: [Redacted] Cell No.: [Redacted] Fax No.: [Redacted]

[Redacted Signature] Signature: [Redacted]