

Property where sign will be located:		
Civic Address	Unit Number	Legal Description

Name of Business to which the sign relates:			
Business Name	Contact	Telephone	Address same as above? YES <input type="checkbox"/> NO <input type="checkbox"/>

Sign Contractor:			
Maker of sign YES <input type="checkbox"/> NO <input type="checkbox"/> Installing sign YES <input type="checkbox"/> NO <input type="checkbox"/> Do you have a valid Parksville Business Licence? YES <input type="checkbox"/> NO <input type="checkbox"/> Value of Construction \$ _____	Contractor Company Name	Contact	Telephone
	Civic Address	Mailing Address	E-mail
	Business Licence/ Inter-Community Business Licence		

Authorized Applicant:				
The applicant is the ... <input type="checkbox"/> Owner of the Business <input type="checkbox"/> Owner of the Property <input type="checkbox"/> Sign Contractor <input type="checkbox"/> Other _____	Name of Applicant	Company Name	Telephone	Business Licence/ Inter-Community Business Licence
	Civic Address	Mailing Address	E-mail	

Property Owner(s) Information:		
Owner(s) Name	Telephone	Business Licence/ Inter-Community Business Licence
Mailing Address		E-mail

Applicant's Declaration:		
<p>I/We hereby apply to the City of Parksville for issuance of a Sign Permit under the provisions of the City of Parksville Sign Regulation Bylaw, 1997, No. 1276. By signature herein I/we declare that all information provided in the support of this application is true and correct. I/We fully understand that the acceptance of a permit fee and/or the issuance of a sign permit by the City of Parksville is done solely to satisfy the requirements of Sign Regulation Bylaw, 1997, No. 1276 and does not convey or imply assurance by the City of Parksville or its employees that I/we are in conformity with any or all other City bylaws and regulation and indemnify the City of Parksville and its officials, officers, employees and agents against all claims, liabilities, judgments, costs and expenses which may accrue against the City of Parksville in consequence of and incidental to the permissions to place, erect or display the sign. I/We further understand this is only an application and does not constitute the approval of any signs, and verbal approval is never given.</p>		
_____ SIGNATURE OF OWNER(S)	_____ PRINT NAME(S)	_____ DATE
_____ IF APPLICABLE, SIGNATURE OF APPLICANT(S)	_____ PRINT NAME(S)	_____ DATE
PLEASE COMPLETE REVERSE SIDE OF APPLICATION AND ENCLOSE PAYMENT		

Sign Permit Checklist & Requirements:

Type of Application: New Sign Change of Copy Relocation Repair

Type of Signs: Fascia Freestanding Projecting Hanging Awning
 Canopy Mansard Other _____

For **All Signs** - include two (2) sets of elevation drawings showing the following:

- Length of wall or business frontage where the signage is proposed
- Height of business frontage (wall) where signage is proposed
- Exact location of proposed signage on building
- Dimensions of all proposed and existing signs
- Total sign and copy area

For **All Signs**—include two (2) copies of detailed drawings and cross-sections of all signage showing the following:

- Height, Length & Depth Dimensions Sign Copy and Colour Details
- Materials Fastening Details (i.e. Bolts, Screws, etc.)
- Framework of Sign Type of Lettering (i.e. Raised, Recesses, Carved, Routed, Painted, etc.)
- Illumination Details (i.e. Externally Lit, Internally lit, Halo Lit, etc.)

For **freestanding*, awning** and projecting** signs** – include two (2) sets of site plans showing the following:

- Property Lines All Site Dimensions Adjacent Streets / Sidewalks
- Map Scale North Arrow Landscaping under sign
- Any Right-of-ways/Access/Egress/other encumbrances Total height from grade
- Distances from Property Lines (Setbacks) Clearance from underside to grade

* NOTE —ALL FREESTANDING SIGNS OVER 1.83 m (6') MUST BE SUBMITTED WITH A COMPLETE BUILDING PERMIT APPLICATION.

** NOTE—ALL AWNING AND PROJECTING SIGNS MUST ALSO BE SUBMITTED WITH CROSS SECTION DRAWINGS SHOWING SIGN PROJECTIONS OVER PUBLIC PROPERTY AND MEASURED FROM ANY ADJACENT STREET CURBS AND PROPERTY LINES.

Other Requirements - Please Include:

- Application Fee (\$50.00 for 1st Sign / \$25.00 for each additional sign) Pictures of existing signage

OFFICE USE ONLY:

ZONING: _____

COMPLIES WITH ZONING: YES NO

TOTAL NEW SIGNS: _____

PERMIT FEE PAID: _____

D.P. REQUIRED: _____

D.P. FILE NO.: _____

SIGN PERMIT NO: _____

PLANNING DEPT.: APPROVED DENIED

DATE: _____

SIGN INSTALLATION INSPECTED BY: _____

DATE: _____

COMPLIANT INSTALL: YES NO

NON-COMPLIANCE LETTER - DATE: _____

ISSUE RESOLVED:

YES NO REFERED TO BYLAW

COMPLIANCE YES NO

DENIAL LETTER—DATE: _____

OFFICE USE ONLY	PROPOSED SIGN 1	REQUIREMENTS	PROPOSED SIGN 2	REQUIREMENTS	PROPOSED SIGN 3	REQUIREMENTS
TYPE OF SIGN						
SIGN AREA m ²						
COPY AREA m ²						
HEIGHT FROM GRADE						
CLEARANCE FROM GRADE						
DEPTH OF SIGN						
DISTANCE BETWEEN CURB EDGE & SIGN						
BUSINESS FRONTAGE (LINEAR METRES)						
TYPE OF ILLUMINATION						
SIGN COMPLIES	YES <input type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>	