



SIGN DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Development Permit Application No.	
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Date Deemed Complete: _____

Notice of Completeness

IMPORTANT NOTICE: This application **does not** permit you to install the sign until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board. **A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

APPLICANT & LAND INFORMATION

Applicant's Name: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Registered Owner's Name: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Applicant's interest in the proposed development if not the registered owner:

Agent
 Contractor
 Tenant
 Other: _____

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Lots(s) _____ Block _____ Plan _____

Land Use District: _____ Existing use of land: _____

SIGN INFORMATION

TYPE OF WORK:
 New Permanent Sign
 Changes to Existing Sign
 Temporary Sign

<p>SIGN TYPE*:</p> <p> <input type="checkbox"/> Temporary <input type="checkbox"/> Canopy <input type="checkbox"/> Window <input type="checkbox"/> Freestanding <input type="checkbox"/> Fascia <input type="checkbox"/> Mural <input type="checkbox"/> Projecting <input type="checkbox"/> Other </p> <p><small>**Billboard signs are not permitted in the Village</small></p>	<p>PROJECTION STYLE: <i>Mark any or all that apply</i></p> <p> <input type="checkbox"/> Lettering / logo <input type="checkbox"/> Manual changeable lettering content <input type="checkbox"/> Electronic changeable lettering content <input type="checkbox"/> Animation <input type="checkbox"/> Movement / rotation </p>	<p>ILLUMINATION: <i>Mark any or all that apply</i></p> <p> <input type="checkbox"/> No illumination <input type="checkbox"/> Direct illumination <input type="checkbox"/> Internal illumination <input type="checkbox"/> Flashing </p>
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			Office Use
Length of Sign:		<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Height of Sign:		<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Sign Face Area (length x height):		<input type="checkbox"/> m <input type="checkbox"/> ft.	
Top of Sign Height:			
from Grade:		<input type="checkbox"/> m <input type="checkbox"/> ft.	
from Roof:		<input type="checkbox"/> m <input type="checkbox"/> ft.	

If the sign is only for **temporary** use:

For how many days is the sign proposed to be displayed? _____ days

SITE PLAN

**Please attach a plan drawn to a suitable scale and photographs, if available, illustrating:

- Location of all existing and proposed sign(s) on the property
- Size, height, and other dimensions of the proposed sign(s), including any supporting structures
- Details of sign content (wording, lettering, graphics, colour and design scheme, materials, etc.)
- Location of the property boundaries of the parcel upon which the proposed sign(s) are to be located
- Setbacks from property lines of proposed sign(s) and existing building(s)

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Sign.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

APPLICANT

Registered Owner (if not the same as applicant)