

## TOWN OF COALHURST SIGN PERMIT APPLICATION

<b>Date of Application:</b>		<i>Development Permit Application No.</i>	
<b>Date Fee paid</b>		<i>Development Permit Fee</i>	
<b>Date Deemed Complete</b>		<i>Reviewed by DO</i>	

**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.

### APPLICANT INFORMATION

**Name of Applicant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **Phone (alternate):** \_\_\_\_\_

**City:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

Is the applicant the owner of the property?  Yes  No

↓  
IF "NO"

**Name of Owner:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **Phone (alternate):** \_\_\_\_\_

**City:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Applicant's interest in the property:**

- Owner of Business
- Owner of Land Where Sign is Proposed
- Designated Agent

### SIGN INFORMATION

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

**Sign Location (Civic Address):** \_\_\_\_\_

Are there any other signs at this location?  Yes  No

**SIGN TYPE:**

- Wall (fascia)
- Freestanding
- Canopy
- Sandwich Board
- Banding sign

**SIGN CHARACTERISTICS:**

- Electrified
- Non-electrified
- Indirect Illumination
- Internal Illumination
- Direct Illumination
- Flashing
- Animated
- Rotating
- Awning
- Portable
- Electronic Variable Messages
- Lettering

			<i>Office Use</i>
Length of Sign:	<input type="checkbox"/> m <sup>2</sup>	<input type="checkbox"/> sq. ft.	
Height of Sign:	<input type="checkbox"/> m <sup>2</sup>	<input type="checkbox"/> sq. ft.	
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)
- Size, height, and other dimensions of the proposed sign(s), including any supporting structures
- 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)

**TOWN OF COALHURST  
SIGN PERMIT APPLICATION**

**SKETCH OF PROPOSED SIGN(S)**

Please provide a sketch of the proposed signs. Be sure to include the location of the sign compared to the building, the location of any existing sign(s), the location of the sign and buildings on the subject property with distances from property lines, and the dimensions of the sign, including support structures.

