

Sign Permit Application

Applicant Information

Name(s):	Contact Name:
Contact Email:	Contact Phone:
Contact Mailing Address:	Date (MM/DD/YY):

Are you the landowner? ☐ Yes ☐ No

If you selected No, has the attached Landowner Authorization Form been completed? ☐ Yes ☐ No

Sign Owner Information

Name:	Contact Name:	Contact Phone:
Contact Address:	Contact Email:	
City:	Postal Code:	

Site Location

Address of Property:	Lot:	Block:	Plan:
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Type of Sign (select all that apply)

- ☐ Fascia ☐ Freestanding/Pylon ☐ Roof ☐ Projecting
☐ Billboard ☐ Portable/Temporary ☐ Illuminated ☐ Digital
☐ Other: _____

Requested Permit Duration for Temporary Signs

- ☐ 30 Day ☐ 1 Year ☐ 5 Years

Proposed Installation Date:

I hereby declare (select one) **I am** **I represent** the owner of the property on which the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions/terms of the Notice of Decision and Land Use Bylaw 05-2025. I/We will notify the Development Authority of any proposed changes to the plans submitted within this application.

By signing below, you confirm that all information submitted in this form is true and accurate.

Signature of Applicant

Date of Application

Important Notice: This application does not permit you to commence construction until such time a development permit has been issued by the development authority and all other permits (if required) are approved. If a decision has not been issued within 40 days of the date the application is deemed complete, you have the right to file an appeal to the subdivision and development appeal board. Appeals to the subdivision and development appeal board. Appeals to the Subdivision and Development Appeal Board can also be filed in regard to permit refusals and/or conditions within 21 days of a decision.

Collection and Use of Personal Information: The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the Municipal Government Act and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the Municipal Government Act.

CITY USE ONLY

Application No.: _____

Permit No.: _____

Receipt No.: _____

Tax Roll No.: _____

Land Use District: _____