

TOWN OF VIEW ROYAL

Development Services

45 View Royal Avenue, Victoria, BC V9B 1A6

Tel. (250) 479-6800 Fax: (250) 727-9551

<http://www.viewroyal.ca>

Sign Permit Application

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Application to: ☐ Erect a New Sign ☐ Alter Existing Sign(s) ☐ Relocate Sign

Sign Type: ☐ Temporary ☐ Commercial Real Estate ☐ Permanent

Description of Property

Civic Address _____ **PID** _____

Legal Lot(s) _____ Block _____ Section _____ District _____ Plan _____

Present Use of Property _____

Proposed Use of Property _____

Contacts

Applicant

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

Owner

If the applicant is NOT the owner complete "Owner's Authorization Form"

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

Office Use Only

Date	App/File No.
Received By	Folio No.
Receipt No.	Fees \$

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and pursuant to *Section 26 of the Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection, contact the Director of Planning, 45 View Royal Avenue, Victoria, BC, V9B 1A6. Ph. 250-479-6800.

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Description of Proposed Sign(s)

Number or signs: _____

(If more than one sign is being applied for, attach additional information forms as necessary.)

Area of Sign(s): _____

Maximum Height (if applicable): _____

Minimum Clearance (if applicable): _____

Weight of Sign (if applicable): _____

Illumination Details (if applicable): _____

Sign Manufacturer: _____

Application Requirements

A complete sign permit application contains:

- ☐ A completed application form.
- ☐ Copy of current Certificate of Title (no older than 30 days) and copies of any title restrictions e.g. restrictive covenants, easements, rights of way.
- ☐ One paper set and one digital set of the following:
 - Dimensioned site and/or building plans showing (where applicable):
 - The location of the sign in relation to the boundaries of the site.
 - The location of the sign in relation to the face of the building, in front of which or above which the sign is to be erected.
 - Where the sign is to be attached to a building; or
 - The dimensions of the wall or canopy surface of the building to which it is to be attached.
 - Dimensioned sign drawing showing (where applicable):
 - Colours and materials to be used.
 - The message content of all copy areas; and
 - Structural details of how the sign is to be secured to a building or ground.
- ☐ Application Fees (*Please contact Development Services to determine the total fees for your application*).
The appropriate fees must be submitted at the time of application.
 - Temporary Sign - \$550.00 / sign
 - Commercial Real Estate Sign - \$250.00/sign
 - Renewal for Temporary Sign - \$50.00)
 - Permanent Sign - \$250.00 / sign

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Authorization of Owner to make an Application

(if not applicable leave blank)

Date: _____

Site Address: _____

I/We _____

are the registered owner(s) of _____

I/We authorize _____
(please print name(s))

to apply for a Sign Permit Application on my/our behalf.

_____ Name (please print)	_____ Signature of Owner	_____ Date
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_____ Name (please print)	_____ Signature of Owner	_____ Date
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_____ Name (please print)	_____ Signature of Owner	_____ Date
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_____ Name (please print)	_____ Signature of Owner	_____ Date
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