

# SIGN PERMIT APPLICATION

Sign Bylaw No. 3437

OFFICE USE ONLY				PAYMENT STAMP
PERMIT #	SP_	AMENDING PERMIT #:		
FEES	<input type="checkbox"/>	Sign identifying a home occupation, short-term rental, child care facility, or care services in a residential zone	\$ 50	
	<input type="checkbox"/>	Window sign	\$ 50	
	<input type="checkbox"/>	Sandwich Board Sign	\$ 55	
	<input type="checkbox"/>	All other sign types	\$ 100 for one sign + \$ 50 per additional sign	
	<input type="checkbox"/>	Sign installed without a permit	Double fees	
	<input type="checkbox"/>	Request for relaxation of Bylaw	\$ 100	
APPLICATION FEE:		\$	STAFF INITIALS	

APPLICATION INFORMATION			
PROPERTY UNDER APPLICATION			
CIVIC ADDRESS:		FOLIO #:	
BUSINESS INFORMATION (BUSINESS FOR WHICH THE SIGN IS FOR)			
BUSINESS NAME:		BUSINESS LICENSE #:	
APPLICANT			
APPLICANT IS: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant/Business Owner* * THE APPLICANT IS RESPONSIBLE FOR ENSURING ALL PROPERTY OWNERS HAVE REVIEWED AND ARE IN AGREEMENT WITH THIS PROPOSAL <input type="checkbox"/> Designer/Contractor** <input type="checkbox"/> Other Authorized Agent **of _____ **IF APPLICANT IS NOT AN OWNER (PROPERTY OWNER OR TENANT) THEN AN OWNER AUTHORIZATION FORM MUST BE SUBMITTED <a href="http://nelson.ca/applications">nelson.ca/applications</a>			
NAME:		BUSINESS NAME:	
E-MAIL:		PHONE:	PHONE (ALTERNATE) :
MAILING ADDRESS:		POSTAL CODE:	
PROPERTY OWNER (IF DIFFERENT FROM APPLICANT AND/OR BUSINESS OWNER)			
NAME/ COMPANY:		PHONE:	E-MAIL:

The City of Nelson is collecting your personal information in accordance with Section 26 of the Freedom of Information and Protection of Privacy Act. The City of Nelson collects your information for the purposes of administering City of Nelson programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Head at 310 Ward Street, Nelson, BC V1L 5S4 or FOI@nelson.ca or 250-352-8234.

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## REQUIRED SIGNAGE INFORMATION

### 1) FOR ALL SIGNS:

- ☐ Please refer to Sign Bylaw No. 3437 ([www.nelson.ca/bylaws](http://www.nelson.ca/bylaws)) to make sure that the proposed sign specifications (design, size, placement, etc.) comply with the Bylaw's requirements. **Incomplete or non-compliant sign proposals will result in delays in the review process.**
- ☐ Graphic representation of the building showing the location and size of **existing and proposed signage**.
- ☐ **Scaled drawings** of each proposed sign with construction details:
  - ☐ all sign dimensions (in metrics): length, height, area
  - ☐ detailed design with colours
  - ☐ attachments details to buildings/surfaces with:
    - wall construction (ie: brick, wood framing, concrete block, etc.)
    - dimensions of all structural members (bolt size, framing, etc.)
  - ☐ materials, material thicknesses
  - ☐ lighting details, if applicable
- ☐ **Encroachment agreement**, where required
- ☐ **Engineered drawings**, where required

**Note:** Additional information may be required by the City upon review of your application package.

### 2) ADDITIONAL INFORMATION SPECIFIC TO TYPE OF SIGN:

#### Fascia/Awning/Canopy signs:

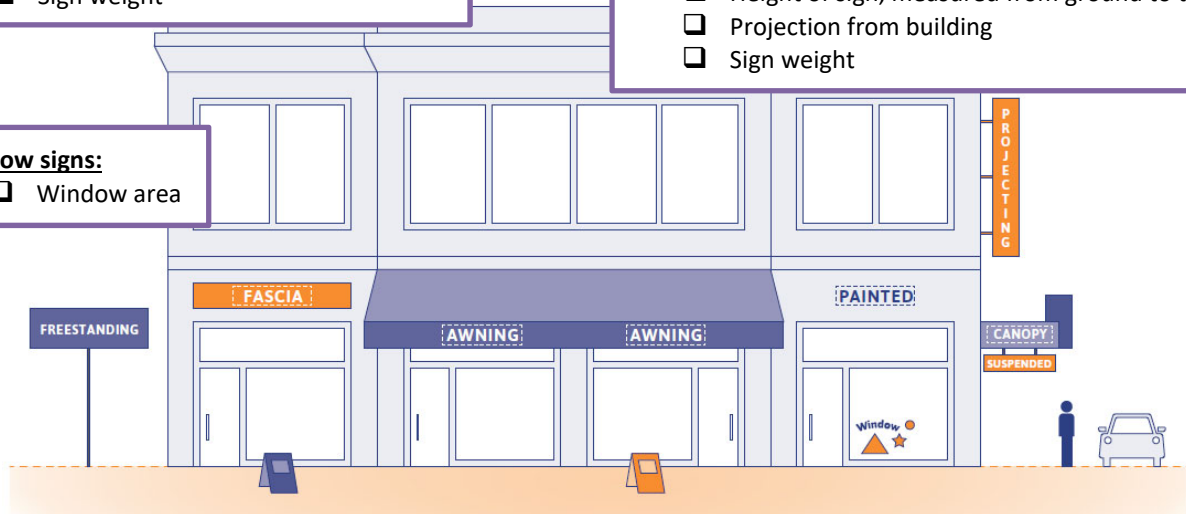
- ☐ Building wall/awning/canopy length
- ☐ Sign weight

#### Projecting/Suspended signs:

- ☐ Clearance from ground to bottom of sign
- ☐ Height of sign, measured from ground to top of sign
- ☐ Projection from building
- ☐ Sign weight

#### Window signs:

- ☐ Window area



#### Freestanding signs:

- ☐ Height of sign, measured from ground to top of sign
- ☐ Location of sign on property, distance from building and lot lines

#### Sandwich Boards:

- ☐ Location of sign on property, distance from curb and distance from building

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## ENCROACHMENT AGREEMENTS

All signage which project beyond the property line and into or above City of Nelson public lands require an up-to-date Encroachment Agreement registered on the Title of the Property and a Licence of Occupation Agreement related to the Encroachment Agreement.

please check one: ☐ Not required ☐ Required ☐ Currently registered on property

If a new or updated agreement is required, please use the *Encroachment Agreement & Licence To Occupy Application Form* available at [www.nelson.ca/applications](http://www.nelson.ca/applications).

## SANDWICH BOARD WAIVER

RELEASE OF LIABILITY, WAIVER OR CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE. **PLEASE READ CAREFULLY.**

I/We, \_\_\_\_\_, represented by the undersigned for myself, my heirs, executors, administrators, successors and assigns:

- i) hereby release and forever discharge The Corporation of the City of Nelson, its officers and employees from any and all actions, causes of action, claims, demands for, or by any reason of any damages, loss injury or death, to person and property which heretofore has been, or hereinafter may be sustained in consequence of **Placing a Sandwich Board Sign on City Property** and
- ii) hereby agree to indemnify and save harmless The Corporation of the City of Nelson, its officers and employees from all claims and demands, actions, suits or other proceedings and from all loss and costs of any kind whether wholly or partially, which may be caused by or arise out of, or be in any way attributable to **Placing a Sandwich Board Sign on City Property**

## SIGNATURES

**Application Declaration:** I declare that the information submitted in support of this application is, to the best of my knowledge, true and correct and that I will submit further information deemed necessary by the City for processing this application. I acknowledge that all fees paid in connection with this permit are non-refundable, except as noted in the City of Nelson Fees and Charges Bylaw.

**Liability and Indemnity Clause:** IN CONSIDERATION OF THIS PERMIT being issued, I release and indemnify the City of Nelson, its Council members, officers, employees, and agents from and against all liability, claims and other expenses of any kind which I, or any other person, may have in connection with anything said or done, the granting of this permit or any action taken or not taken, by the City of Nelson and I agree that the City of Nelson owes me no duty of care in respect of these matters.

**Applicant Responsibility:** I acknowledge that I, as Applicant, am responsible for ensuring that all Property Owners are aware of and are in agreement with this application. Furthermore, I acknowledge that the City takes no responsibility for upholding Tenant/Landlord agreements, nor any other agreement between parties outside of the Corporation of the City of Nelson.

**THIS IS NOT A PERMIT AND DOES NOT AUTHORIZE COMMENCEMENT OF WORK.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE