Coquitlam

City of Coquitlam
Sign Permit Application

Planning and Development Department
3000 Guildford Way, Coquitlam BC V3B 7N2
Tel: 604-927-3430 Fax: 604-927-3405

Office Use Only

File Number: _____

Fees: $_____

Receipt #: _____

Received by: _____

Associated files: _____

Sign Type

- ☐ Freestanding sign
- ☐ Fascia sign
- ☐ Awning/Canopy sign
- ☐ Time-limited sign
- ☐ Alteration to an existing sign
- ☐ Comprehensive Sign Plan
- ☐ Other _____

Sign Permit Fees are calculated per sign. Refer to the ***Sign Permit Fees Schedule*** *for details. Fees are not refundable except as outlined in the Fees and Charges Bylaw and do not guarantee approval of application in any way.*

Instructions: If more information is required than a field allows for, please attach additional pages.

Applicant

I/We hereby apply to the City of Coquitlam for issuance of a Sign Permit under the provision of the City of Coquitlam Sign Bylaw No. 3873, 2008. By signature hereon I/we declare that all information provided in the support of this application is true and correct. I/We fully understand that the acceptance of a permit fee and/or the issuance of a sign permit by the City of Coquitlam is done solely to satisfy the requirements of Sign Bylaw No. 3873, 2008 and does not convey or imply assurance by the City of Coquitlam or its employees that I/we are in conformity with any or all other city bylaws and regulations. **I/We further understand this is only an application and does not constitute the approval of any signs, and verbal approval is never given.**

Applicant Name: _____

Applicant Status (Contractor, Tenant, Owner, Other): _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Owner(s) of Property or Authorized Comprehensive Sign Plan Coordinator

Owner	Address and Postal Code	Phone	Email

Tenant/Occupant Building

Name of Business: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Sign Company

Name: _____ Business Licence Number: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Description of Sign

Describe the proposed sign(s) (add description on supplemental sheets as necessary):

Number of Signs: _____

Sign (Type)	**Description** (size, etc.)	**Installed Value of Sign**
		$
		$
		$
		$
		$

Applicant Acknowledgement

By signing this application form, the applicant/owner attests that the information provided on this and supplemental application forms for land use permits from the City of Coquitlam is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.

I, the applicant/owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question.

_____ _____

Applicant or Authorized Representative Signature Date

Authorization of Applicant

I hereby designate _____ to act as my agent in matters related to this application.

Owners Name (Printed): _____ Owners Signature: _____

Note: A letter of applicant authorization with the signatures of all owners will also be accepted.

Authorization of Strata Council

I hereby permit _____ to install the sign(s) that relate to this application.

Strata President's Name (Printed): _____

Strata President's Signature: _____

Note: A letter of application authorization with the signatures of all owners will also be accepted.

Print Form

Coquitlam

City of Coquitlam
Sign Permit Checklist

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications that are in compliance with the bylaw will be processed. Refer to Sign Bylaw 3873, 2008 for complete sign requirements. New canopy or awning signs also require a Building Permit.

Project Address: _____ Postal Code: _____

Forms, Fees and Technical Reports

Document	Copies Required	Details	Notes	Copies Attached ☐	Accepted (Staff)
Application Form	1	• A Sign Permit application form must be completed and signed at time of submission. Where the owner is a company, the signature required is from a representative with signing authority.		☐	
Application Fee		• An application fee, based upon the current effective Fee Schedule.		☐	

○ **Materials Required for <u>ALTERATIONS TO AN EXISTING Sign(s)</u>** (NO pencil drawings)

Document	Copies Required	Details	Notes	Copies Attached ☐	Accepted (Staff)
Sign Information	1	• Description of the advertising copy or wording to be displayed, including the style, size, colours of all the letters, logos or similar copy of the sign. • Sign dimensions and total area(s) of sign(s).		☐	
Photographs of Existing Building	1	• Current photograph of the building and proposed location of sign or of the portion of the lot and adjacent buildings at the location of the proposed sign.		☐	

Print Form

○ **Materials Required for <u>FASCIA, AWNINGS and/or CANOPY Signs</u>** (NO pencil drawings)

Document	Copies Required	Details	Notes	Copies Attached ☐	Accepted (Staff)
Site Plan	1	• Property lines and dimensions • Existing buildings and their footprints and heights OR proposed buildings and their heights • Dimensions of the commercial unit • Location of unit entrance • On-site sidewalks • Parking and loading signs • Existing signs • Proposed sign locations; and • Landscaping within the general area		☐	
Building Elevations	1	• Location(s) of proposed new sign(s) on the building • Location(s) of existing sign(s) • Dimensions of proposed sign(s) • Where applicable, the dimensions of the wall or canopy to which the sign is to be attached • Dimensions and weight of the supporting members of the sign • The maximum and minimum height of sign, including clearances from grade • Building(s) height	If this is a new Awning or Canopy Sign construction, please apply for a building permit.	☐	
Photographs of Existing Building(s) or Sign(s)	1	• Current photograph of the building and proposed location of sign or of the portion of the lot and adjacent buildings at the location of the proposed sign • Current photographs of the existing signs on the property.		☐	
Sign Information	1	• Sign Dimensions • Description of the advertising copy or wording to be displayed, including the style, size, colours of all the letters, logos or similar copy of the sign • Sign area and sign face area where applicable • Construction details including a cross-section detail of how the proposed sign will be attached to the structure		☐	
Illuminated or Changeable Copy (Electronic) Sign Information (if applicable)	1	• Proposed colours • Technical means of illumination or changeable copy • The number of lighting lamps/tubes to be installed and light level • The total illuminated sign area to be installed	Please refer to the Maillardville Design Guidelines for signs located in the Maillardville Neighbourhood Centre.	☐	
Engineering Drawings (if applicable*)	1	• A BC Professional Engineer's original stamp and signature on the plans, SCH. B.1, B.2 and C.B	Applicable if: Freestanding Signs exceeds 2.5m (8'-2") in height, and Fascia Signs exceeds 3m ('-10") in height or length and an area of $2m^2$	☐	

○ Materials Required for TIME –LIMITED, SANDWICH BOARDS and/or PORTABLE Signs (NO pencil drawings)

Document	Copies Required	Details	Notes	Copies Attached ☐	Accepted (Staff)
Site Plan AND a Certified Survey	1	• Property lines and dimensions • Existing buildings and their footprints • Proposed sign locations • Label setback distances from property line and/or from centreline of arterial roads • On-site sidewalks • Parking and loading signs • Existing signs, and • Landscaping within the general area	A Survey Plan may be obtained at the Land Titles Office.	☐	
Photographs of Existing Building(s) or Sign(s)	1	• Current photograph of the building or of the portion of the lot and adjacent buildings at the location of the proposed sign • Current photographs of the existing signs on the property		☐	
Sign Information		• Sign Dimensions • Description of the advertising copy or wording to be displayed, including the style, size, colours of all the letters, logos or similar copy of the sign • Sign area and sign face area where applicable • Construction details including a cross-section detail of how the proposed sign will be attached to the structure	One Sandwich Board per business.	☐	

○ Materials Required for FREE STANDING Signs (NO pencil drawings)

Document	Copies Required	Details	Notes	Copies Attached ☐	Accepted (Staff)
Site Plan AND a Certified Survey	1	• Property lines and dimensions • Existing buildings and their footprints • Proposed sign locations • Label setback distances from property line and/or from centreline of arterial roads • On-site sidewalks • Parking and loading signs • Existing signs, and • Landscaping within the general area	A Survey Plan may be obtained at the Land Titles Office.	☐	
Photographs of Existing Sign(s)	1	• Current photographs of the existing signs on the property		☐	
Sign Information		• Sign Dimensions • Description of the advertising copy or wording to be displayed, including the style, size, colours of all the letters, logos or similar copy of the sign • Sign area and sign face area where applicable • Details of the base construction and how the sign will be attached.		☐	

Print Form

○ **Materials Required for <u>FREE STANDING Signs</u>** (NO pencil drawings) **(continued)**

Document	Copies Required	Details	Notes	Copies Attached ☐	Accepted (Staff)
Illuminated or Changeable Copy (Electronic) Sign Information (if applicable)		• Proposed colours • Technical means of illumination or changeable copy • The number of lighting lamps/tubes to be installed and light level • The total illuminated sign area to be installed	Please refer to the Maillardville Design Guidelines for signs located in the Maillardville Neighbourhood Centre.	☐	
Engineering Drawings (if applicable*)		• A BC Professional Engineer's original stamp and signature on the plans, SCH. B.1, B.2 and C.B	Applicable if: Freestanding Signs exceeds 2.5m (8'-2") in height, and Fascia Signs exceeds 3m ('-10") in height or length and an area of $2m^2$	☐	

I certify that the attached submission is complete and accurate, and includes all of the above items.

Applicant Signature

Date

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