

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

<p>Office Use Only</p> <p>File Number: _____</p> <p>Fees: \$ _____</p> <p>Receipt #: _____</p> <p>Received by: _____</p> <p>Associated files: _____</p>	<p>Sign Type</p> <p><input type="checkbox"/> Freestanding sign</p> <p><input type="checkbox"/> Fascia sign</p> <p><input type="checkbox"/> Awning/Canopy sign</p> <p><input type="checkbox"/> Time-limited sign</p> <p><input type="checkbox"/> Alteration to an existing sign</p> <p><input type="checkbox"/> Comprehensive Sign Plan</p> <p><input type="checkbox"/> Other _____</p>
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*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.*

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: _____

Phone: _____ Fax: _____ E-mail: _____

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

Owner	Address and Postal Code	Phone	E-Mail
_____	_____	_____	_____
_____	_____	_____	_____

Tenant/ Occupant of Building

Name of Business: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Sign Company

Name: _____ Business License Number: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

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
1		\$
2		\$
3		\$
4		\$
5		\$

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.

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: _____

Forms, Fees and Technical Reports

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Application Form	1	<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> An application fee, based upon the current effective Fee Schedule. 			

Materials Required (NO pencil drawings.)

Document	Copies Required	Details	Notes	Copies Attached	Accepted (Staff)
Site Plan	1	<ul style="list-style-type: none"> Property lines and dimensions Existing buildings and their footprints and heights Proposed buildings and their heights On-site sidewalks Parking and loading signs Existing signs and their areas Proposed sign locations; and Landscaping within the general area 			
Building Elevations	1	<ul style="list-style-type: none"> Locations of proposed new signs Locations of existing signs Dimensions of 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 			
Photographs of Existing Building(s)	1	<ul style="list-style-type: none"> Current photograph of the building or of the portion of the lot and adjacent buildings at the location of the proposed sign 			
Sign Information	1	<ul style="list-style-type: none"> 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 For Freestanding signs, details of the base construction 			

Illuminated or animated Sign Information (if applicable)	1	<ul style="list-style-type: none"> Proposed colours Technical means by which this is to be accomplished The number of lighting lamps/tubes to be installed and light level The total illuminated sign area to be installed 			
Engineering drawings (if applicable*)	1	<ul style="list-style-type: none"> A BC Professional Engineer's original stamp and signature on the plans, SCH. B.1, B.2 and C.B 	<i>*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 2m²</i>		

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

Applicant Signature: _____ Date: _____