

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		\$

Application Checklist

Only complete applications that are in compliance with the bylaw will be processed. Refer to Sign Bylaw 3873, 2008, or the Sign Permit Application Guide for complete application information. New canopy or awning signs also require a Building Permit.

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|--|---|
| <input type="checkbox"/> Site plan, drawn to scale, dimensioned | <input type="checkbox"/> Current photograph of building or proposed sign location |
| <input type="checkbox"/> Building elevation drawings, draw to scale, dimensioned | <input type="checkbox"/> Engineering drawings and schedules, if required |
| <input type="checkbox"/> Sign information drawings, including dimensions, colours, wording | <input type="checkbox"/> Sign Permit Application Fee |

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.