

Planning and Development Department
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Sign Coordinator's Appointment

Instructions: This PDF form can be filled in and printed. If more information is required than a field allows for, please attach additional pages when you print out the form.

A Comprehensive Sign Plan may pertain to a lot where there are multiple tenancies, a planned shopping centre, or where there is a joint application(s) for adjoining lots on one side of a street. A Sign Coordinator is appointed, in writing, by the owner of the lot(s), the planned shopping centre, or all the businesses involved in the Comprehensive Sign Plan. The Sign Coordinator has jurisdiction over and approves the proposed signs.

Property

Property Address: _____ Postal Code: _____

Property Identification Number(s): _____

Legal Description: _____

Property Owner(s): _____

Sign Coordinator

I (we), the registered owner(s) of the above noted property hereby appoint:

as our Sign Coordinator for all sign installations at the above property.

Authorization of Property Owner(s)

Signature of Registered Property Owner/Authorized Signatory Date

Name (please print): _____

Phone: _____ Fax: _____ Email: _____

Signature of Registered Property Owner/Authorized Signatory Date

Name (please print): _____

Phone: _____ Fax: _____ Email: _____

Sign Coordinator Acknowledgement

Signature of Sign Coordinator Date

Phone: _____ Fax: _____ Email: _____