

The information on this form is collected under the authority of the *Community Charter*, s. 53. The information provided will be used to process your application. If you have any questions about the collection and use of this information, contact the Chief Administrative Officer, 749-6681.

TOWN OF LAKE COWICHAN

APPLICATION FOR SIGN INSTALLATION



FEE \$

PERMIT NO.:

APPLICATION FOR:

☐ DIRECTORY

☐ FASCIA

☐ FREE STANDING

☐ OTHER (specify) _____

APPLICANT INFORMATION		REGISTERED OWNER INFORMATION	
NAME OF APPLICANT(S):		NAME OF OWNER(S):	
APPLICANT'S ADDRESS:		OWNER'S ADDRESS:	
CITY:	POSTAL CODE:	CITY:	POSTAL CODE:
PHONE:	FAX:	PHONE:	FAX:

A copy of a State of Title Certificate, or a copy of a Certificate of a Indefeasible Title, dated no more than thirty (30) days prior to submission of the application must accompany the application as proof of ownership.

APPLICATION CHECKLIST

☐ Site Plan

☐ Current photograph of proposed building and location

☐ Building Elevation drawings, to scale

☐ Engineered Drawings – if applicable

☐ Sign Information drawings containing dimensions, color(s) and wording

☐ Sign Permit Fees

PROPERTY INFORMATION

CIVIC ADDRESS OF PROPERTY (General Description or Map):

ZONING OF PROPERTY:

DESCRIPTION OF THE EXISTING USE/DEVELOPMENT:

SIGNAGE DETAILS

FULL DESCRIPTION OF THE PROPOSED SIGN CONSTRUCTION, INCLUDING MATERIALS, SIZE, FORM, APPEARANCE, LOCATION AND NUMBER (use separate sheet if necessary):

WHETHER THE PROPOSED SIGN CONSTRUCTION IS IN VARIATION AND/OR SUPPLEMENTATION TO EXISTING REGULATIONS AS DEFINED IN *TOWN OF LAKE COWICHAN SIGN BYLAW NO. 752-2002*.

REASON IN SUPPORT OF APPLICATION

At the time of providing this Application, the following attachments are required (Additional Information may be requested).

1. A dimensional Sketch Plan drawn to scale showing the proposed sign, dimensions and colors proposed,
2. A dimensional Sketch Plan drawn to scale showing the proposed location of the sign on the building.

SIGNATURE

This permit confirms that the Town of Lake Cowichan has reviewed plans and the application form in respect of the subject building pursuant to the Corporation of the Town of Lake Cowichan Building Bylaw. This permit is not a warranty that the subject building will comply with all Town of lake Cowichan and provincial regulations governing building construction nor that it is without defect.

The undersigned applicant, developer, contractor, or owner agrees to conform with all the bylaws of the Town of Lake Cowichan and to all the statutes and regulations in force in the Town of Lake Cowichan and to save the Town harmless from any action or cost whatsoever arising out of or incident to, the granting of this permit.

The undersigned recognizes that within the boundaries of the Town of Lake Cowichan there are areas of “problem soils”, poor drainage and flooding, and that these are widely distributed as to location. I affirm that it is my responsibility to identify foundation condition generally on which the intended construction is to be placed and take all action required to ensure the adequacy of the foundation, and ultimately the safe and sound use and occupancy of the proposed structure.

I have read and agree with the aforementioned. I also understand that no building structure is to be sold or occupied prior to an approved final inspection and the subsequent issuance of an occupancy certificate.

Applicant's Signature

Date

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

Registered Owner of Subject Property

Date

Where the applicant is not the REGISTERED OWNER, the application must be signed by the REGISTERED OWNER

APPROVED BY:

Date

Planning Officer / Chief Administrative Officer

Date

Building Official

THIS PERMIT AUTHORIZING COMMENCEMENT OF WORK IS ONLY VALID UPON SIGNATURE BY THE BUILDING OFFICIAL