



**Community Development Department**

**SIGN APPLICATION**

<b>OFFICE USE ONLY:</b>		<b>SECTION 1</b>
Location of Sign	Civic #	Permit #
Street Name:		
Roll #	Parcel ID #	Permit Fee
<b>Tax Clearance</b>	Initials _____ Date _____	Receipt # _____

**CONTACT INFORMATION (to be completed by the applicant):** **SECTION 2**

Business Name: _____	Sign Company: _____
Contact Person: _____	Contact Person: _____
Mailing Address: _____	Mailing Address: _____
Postal Code: _____	Postal Code: _____
Contact #: _____	Contact #: _____
Email: _____	Email: _____

**TYPE OF SIGN REQUESTED** **SECTION 3**

**Premise Sign**

**Portable Sign**

**REQUIRED INFORMATION** **SECTION 4**

**Size of Sign**  **Setback from Centreline of Road**

**Type of Advertisement** Business  Community

**Ownership of land on which sign is to be placed** \_\_\_\_\_

**Estimated Cost of Project** \_\_\_\_\_

Note: The size, shape, illumination and material construction of the sign shall be to the satisfaction of the Authority, having due regard to the safety and convenience of users of adjacent sidewalks and the general amenities of the surrounding area.

**ADDITIONAL INFORMATION (portable signs)** **SECTION 5**

- All signs along Route 2, Route 60 and the Foxtrap Access Road must comply with the Provincial Highway Sign Regulations. These regulations can be found at: <http://www.assembly.nl.ca/legislation/sr/regulations/rc990085.htm>
- The sign shall not encroach upon easements, right of ways or private property and must not obstruct visibility of traffic or pedestrians.
- Sign must be located on the property of the business that is being advertised. No off-site advertising or directional signs are permitted in the Town.
- The sign must be securely anchored.
- This permit is valid for a period of up to one year; and is not subject to renewal. A further permit for a portable sign may be issued, upon application and payment of required processing and permit fees, after a permit has expired.
- If permit is not renewed it is the responsibility of the applicant to ensure that the sign is removed from the location.
- If the Town receives any complaints about the placement of a portable sign, the permit will be revoked and you will be required to remove the sign immediately.

**APPLICANT SIGNATURE OF AGREEMENT** **SECTION 6**

I hereby submit this application and confirm that the information supplied is correct and complete to the best of my knowledge. I agree to comply with all Municipal Regulations and ancillary codes and agree to place the sign only in accordance with and upon receipt of approval and the applicable permit from the Town of Conception Bay South. I agree not to erect the sign without applicable written approval and permits from the Town of Conception Bay South and Service NL.

<b>Applicants Signature:</b> _____	<b>Date:</b> _____
<b>Property Owner's Signature</b> _____	<b>Date:</b> _____
<b>Received by:</b> _____	<b>Date:</b> _____