

OFFICE USE ONLY			PAYMENT STAMP	
PERMIT #	SP_	AMENDING PERMIT #:		
FEES	<input type="checkbox"/>	Sign identifying a home occupation, short-term rental, child care facility, or care services in a residential zone	\$ 50	
	<input type="checkbox"/>	Window sign	\$ 50	
	<input type="checkbox"/>	Sandwich Board Sign	\$ 55	
	<input type="checkbox"/>	All other sign types	\$ 100 for one sign + \$ 50 per additional sign	
	<input type="checkbox"/>	Sign installed without a permit	Double fees	
	<input type="checkbox"/>	Request for relaxation of Bylaw	\$ 100	
		APPLICATION FEE:	\$	STAFF INITIALS GL# 1140300-000

Refer to the City of Nelson Sign Bylaw No. 3437 for information on sign requirements, or contact the Development Services & Engineering Department.
Bylaws are available at www.nelson.ca/bylaws

REQUIREMENTS FOR COMPLETE APPLICATION

When applying for a sign permit, the following items must be submitted as a complete package*:

- A completed application form
- Application fee
- A site plan showing the building/property details with measurements and the location of each proposed sign on the property
- Photos of the property and existing signage
- Provide scaled drawings of each proposed sign and construction details
- Encroachment agreement, where required
- Engineered drawings, where required

Note: Additional information may be required by the City upon review of your application package.

APPLICATION INFORMATION

PROPERTY UNDER APPLICATION

CIVIC ADDRESS:

PID(s):

APPLICANT

APPLICANT IS THE: Owner Tenant*: BUSINESS LICENSE # _____
 Designer/Contractor** Other Authorized Agent **of _____

* THE APPLICANT IS RESPONSIBLE FOR ENSURING ALL PROPERTY OWNERS HAVE REVIEWED AND ARE IN AGREEMENT WITH THIS PROPOSAL

**IF APPLICANT IS NOT AN OWNER (PROPERTY OWNER OR TENANT) THEN AN OWNER AUTHORIZATION FORM MUST BE SUBMITTED nelson.ca/applications

NAME:

BUSINESS NAME:

E-MAIL:

PHONE:

PHONE (ALTERNATE) :

MAILING ADDRESS:

POSTAL CODE:

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT AND/OR BUSINESS OWNER)

NAME/ COMPANY:

PHONE:

E-MAIL:

DESIGN INFORMATION

THESE DOCUMENTS ARE REQUIRED WITH YOUR APPLICATION

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Current photo of building exterior with new sign drawn onto image <input type="checkbox"/> Graphic representation (to scale) showing: <ul style="list-style-type: none"> <input type="checkbox"/> design <input type="checkbox"/> colour <input type="checkbox"/> diagram of building with sign location <input type="checkbox"/> all dimensions | <ul style="list-style-type: none"> <input type="checkbox"/> Construction Plans (to scale) including Cross-section of sign and wall: <ul style="list-style-type: none"> <input type="checkbox"/> all dimensions <input type="checkbox"/> attachments to buildings/surfaces <input type="checkbox"/> materials, material thicknesses <input type="checkbox"/> sign weight <input type="checkbox"/> dimensions of all structural members (bolt size, framing, etc.) <input type="checkbox"/> wall construction (ie: brick, wood framing, concrete block, etc.) |
|---|---|

The following may also be required (Applicant will be advised once review begins) : Engineering for structural and/or attachment

SIGN TYPE(S)

On the illustration below, circle the type(s) of sign you want to install



DETAILS OF PROPOSED NEW SIGN(S)				
Fill-in appropriate column based on sign type (dimensions in metric)				
Fascia/Awning/Canopy	Projecting/Suspended	Freestanding	Sandwich Board	Window
Length ____ Ht. ____ Area _____	Length ____ Ht. ____ Area _____	Length ____ Ht. ____ Area _____	Length ____ Ht. ____ Area _____	Area _____
Building wall length: _____	Clearance from grade to bottom of sign _____	Height of sign from grade _____	Location of sign _____	Window Area _____
Awning or Canopy Length (if applicable) _____	Projection from building _____	Building setback _____	Setback of sign from: Curb _____ Building _____	
	Sign setback from street/sidewalk _____	Sign setback from street/sidewalk _____		
Type of Lighting _____	Type of Lighting _____	Type of Lighting _____		
Materials: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Materials: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Materials: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Materials: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Materials: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

DOES YOUR BUSINESS HAVE OTHER SIGNS?					
SIGN	SIGN TYPE:	WIDTH:	SIGN	SIGN TYPE:	WIDTH:
1	LOCATION:	HEIGHT:	2	LOCATION:	HEIGHT:

ENCROACHMENT AGREEMENTS	
All signage which project beyond the property line and into or above City of Nelson public lands require an up-to-date Encroachment Agreement registered on the Title of the Property and a Licence of Occupation Agreement related to the Encroachment Agreement.	
please check one: <input type="checkbox"/> Not required <input type="checkbox"/> Required <input type="checkbox"/> Currently registered on property	
If a new or updated agreement is required, please use the <i>Encroachment Agreement & Licence To Occupy Application Form</i> available at www.nelson.ca/applications .	

SANDWICH BOARD WAIVER	
RELEASE OF LIABILITY, WAIVER OR CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE. PLEASE READ CAREFULLY.	
I/We, _____, represented by the undersigned for myself, my heirs, executors, administrators, successors and assigns:	
<ul style="list-style-type: none"> i) hereby release and forever discharge The Corporation of the City of Nelson, its officers and employees from any and all actions, causes of action, claims, demands for, or by any reason of any damages, loss injury or death, to person and property which heretofore has been, or hereinafter may be sustained in consequence of Placing a Sandwich Board Sign on City Property and ii) hereby agree to indemnify and save harmless The Corporation of the City of Nelson, its officers and employees from all claims and demands, actions, suits or other proceedings and from all loss and costs of any kind whether wholly or partially, which may be caused by or arise out of, or be in any way attributable to Placing a Sandwich Board Sign on City Property 	

SIGNATURES

Application Declaration: I declare that the information submitted in support of this application is, to the best of my knowledge, true and correct and that I will submit further information deemed necessary by the City for processing this application. I acknowledge that all fees paid in connection with this permit are non-refundable, except as noted in the City of Nelson Fees and Charges Bylaw.

Liability and Indemnity Clause: IN CONSIDERATION OF THIS PERMIT being issued, I release and indemnify the City of Nelson, its Council members, officers, employees, and agents from and against all liability, claims and other expenses of any kind which I, or any other person, may have in connection with anything said or done, the granting of this permit or any action taken or not taken, by the City of Nelson and I agree that the City of Nelson owes me no duty of care in respect of these matters.

Applicant Responsibility: I acknowledge that I, as Applicant, am responsible for ensuring that all Property Owners are aware of and are in agreement with this application. Furthermore, I acknowledge that the City takes no responsibility for upholding Tenant/Landlord agreements, nor any other agreement between parties outside of the Corporation of the City of Nelson.

THIS IS NOT A PERMIT AND DOES NOT AUTHORIZE COMMENCEMENT OF WORK.

Dated this _____ Day of _____ 20 _____

APPLICANT'S SIGNATURE

End of Form