



Sign Permit Application Form

Planning and Development Services

P: 604-541-2136 | F: 604-541-2153

www.whiterockcity.ca

15322 Buena Vista Avenue, White Rock, B.C., V4B 1Y6

Prior to submitting this application, please review the White Rock Sign Bylaw, 2010, No. 1923 to ensure that your application is consistent with the City's signage requirements. Variances to the Sign Bylaw may require a separate Development Variance Permit. Full review and completion of this form, along with associated schedules (e.g., Agent Authorization Form), is required to ensure that your application is complete. If you have any questions, contact us at planning@whiterockcity.ca or 604-541-2136 for assistance.

| | |
|------------------|--|
| Site Address(es) | |
|------------------|--|

| Type of Sign Permit Application | Check |
|---------------------------------|-------|
| Permanent Sign | |
| Temporary Sign | |
| Comprehensive Sign Plan | |

| Application Description | Check |
|---|-------|
| New Sign | |
| Alteration or Relocation of Existing Sign | |

| Type of Signage | Check |
|---|-------|
| Fascia Signage | |
| Free-Standing Signage | |
| Projecting Signage | |
| (Under) Awning / Canopy Signage | |
| Sandwich Board Signage | |
| Other (please provide details in description) | |

| Description of Proposed Signage |
|---------------------------------|
| |

| Applicant Information | |
|-----------------------|--|
| Name or Organization | |
| Address | |
| City | |
| Postal Code | |
| Phone / Cell | |
| Email | |

"I agree" - By selecting "I agree", you are signing this form electronically and you agree your electronic signature is the legal equivalent of your manual signature on this form. You also agree to conform to all requirements of the City of White Rock Sign Bylaw.

| | | |
|----------------------------|--|--|
| Applicant Name | | |
| Applicant Signature / Date | | |

Please use one of the following checklists to assist with the preparation of your application.

| Permanent Signs Checklist | Check |
|---|-------|
| A completed Application Form with associated fee - <i>For fees, see Schedule A of the City's Fees and Charges Bylaw.</i> | |
| An Authorized Agent Form - <i>Only required if the applicant is not the property owner.</i> | |
| Proof of Business Ownership (Notice of Articles) - <i>Only required if the property owner is a corporation.</i> | |
| A recent title search, dated within 30 days of the application - <i>Staff will require copies of any applicable legal encumbrances on title.</i> | |
| Proof of Professional Liability Insurance - <i>This information should also include the name and contact information of the sign manufacturer.</i> | |
| Scaled Drawings - <i>Scaled drawings must show the location, dimensions (including copy and sign area), height, clearance, weight, materials, finishes, colours, size of lettering, copy and graphics, method of illumination, method of construction and details, and estimated cost (including installation) of proposed signage.</i> | |
| Schedule B, Form B, and Structural Drawings - <i>These documents may be requested by City staff and are dependent on the specifics of the proposal. If requested, submit as a digitally signed soft copy or as original wet sealed paper copies (x2).</i> | |

| Temporary Signs Checklist | Check |
|---|-------|
| A completed Application Form with associated fee - <i>For fees, see Schedule A of the City's Fees and Charges Bylaw.</i> | |
| An Authorized Agent Form - <i>Only required if the applicant is not the property owner.</i> | |
| Sketches / Photographs of Proposed Signage - <i>If possible, scaled dimensions are recommended.</i> | |
| Location Plan of Proposed Signage - <i>The location plan should identify the location of the sign in relation to the building façade or property lines. It should also identify building access points, and if applicable, dimensions of the unimpeded sidewalk area.</i> | |