

SIGN PERMIT AND / OR FAÇADE DEVELOPMENT PERMIT APPLICATION

Sign \$100	Façade \$100	Both \$100
Applicant Information		
Applicant Name:		
Business Name:		
Telephone:	Cell Phone:	Email:
Mailing Address:		Postal Code:
Project Information		
Civic Address:		Sign /Canopy Company:
Telephone:		Email:
SIGNAGE	FAÇADE – Canopies / Awnings	FAÇADE - Painting, Windows, Siding and Architectural Details
Provide a scaled drawing detailing:	Provide a scaled drawing detailing:	
Type of signage	Size of canopy	2 sets of paint colour chips
Size of signage (all dimensions)	Colour(s) of canopy	Sample of siding / exterior finishing
Location of signage on building, window(s) and / or canopy	Canopy material	
Wording, size & type of lettering	Location of canopy on building	Provide a scaled drawing detailing:
Colour scheme		Location of each paint colour
Materials	*For lettering on canopies use signage list in left-hand column	Type, style and location of windows and / or other architectural details
Footing details (if applicable)		
Authorization – <u>All</u> property owners on Certificate of Title must complete this section		
I/We hereby declare that:		
<ul style="list-style-type: none"> all of the above statements and information contained in the material submitted in support of this application are, to the best of my knowledge, true and correct in all respects. the Town of Ladysmith may discuss the application with the sign and/or canopy company. 		
Registered Owner's: (This application is made with my full knowledge and consent)		
Name:	Signature:	Date:
Name:	Signature:	Date:
Applicant:		
Name:	Signature:	Date:
Before submitting your application:		To submit by mail:
Contact the Planner, Development Services Department 132C Roberts Street, Ladysmith, BC Telephone: 250.245.6400 Email: ds@ladysmith.ca		Town of Ladysmith P.O. Box 220 Ladysmith, BC V9G 1A2
		To submit in person:
		City Hall 410 Esplanade Ladysmith, BC

Any personal information provided in this application is collected for the purpose of administering the Local Government Act and the Bylaws of the municipality under the Local Government Act and under the authority of those enactments. Questions about the collection of the information may be directed to the Freedom of Information Officer.



OFFICE USE ONLY

Development Services Department - Design Review

OCP Land Use

Development Permit Area

Downtown Specified Area

yes no

Heritage Revitalization Advisory Commission recommendation (if applicable)

Downtown Specified Area Bylaw Requirements for signage:

- be compatible with the building and heritage downtown
- be made of wood, metal, or plastic material to replicate wood or metal
- have a border
- have lettering that is equally spaced with a maximum of three type faces
- if lit, use spotlight, floodlight or other incandescent light fixtures

Visioning:

- be artistic, professionally crafted, artisanal and expressive

Comments/ Recommendations:

Development Services Review _____ Date _____

Building/Bylaw Department - Technical Review

Land Use (Sign and Canopy Bylaw #1176) - is the signage type/canopy permitted?

Signage Calculation:

Total Allowable

Signage: Total Already

Used: Total Available:

Total Applied for:

Canopy Considerations:

Other Considerations (Trim, Windows, etc.)

Comments/Recommendations:

Building Inspector _____ Date _____