

APPLICATION FOR (Check all that apply)

Sign Station	Banner Display	Temporary Street Closure
1. EVENT INFORMATION:		
EVENT:	DATE(S):	APPLICATION DATE:
2. CONTACT INFORMATION:		
NAME:	ORGANIZATION:	
MAILING ADDRESS:	EMAIL:	
CITY:	PROV:	POSTAL CODE:
PHONE NO:	CELL NO:	FAX NO:
3. SIGN STATION REQUEST		
SIGN STATION(S) REQUESTED:	Cenotaph (North)	Davis Road (South)
BANNER DISPLAY REQUESTED (First Avenue):	YES	NO
DISPLAY DATES REQUESTED: Display updated Mondays (Note 2 week display limit - unless otherwise approved)		
Design Guidelines for Sign	Material: 4' x 8' coroplast	Letter Size: Minimum 6" for primary letters
	Content: Primary - community event and date(s); Secondary - graphics or sponsor logo	
4. STREET CLOSURE REQUEST		
STREET(S) REQUESTED FOR CLOSURE	ROAD 1:	If applicable ROAD 2:
FROM (CLOSEST CROSS ROAD):		
TO (CLOSEST CROSS ROAD):		
DATE(S) REQUESTED:		
TIME CLOSED: (ex: 3:00 p.m. - 5:30 p.m.)		
5. DETAILS		
ARE BARRICADES NEEDED?	YES	NO
		Number Required:
WILL TRANSIT NEED TO BE REROUTED?	YES	NO
OTHER INFORMATION:		
PLEASE USE MAP ON REVERSE SIDE TO MARK SECTION(S) OF STREET(S) REQUIRING CLOSURE		
For Office Use Only: STREET CLOSURE	SIGN/BANNER	File: 0320-20 SIGN
APPROVED STREET CLOSURE DATE(S):	APPROVED INSTALLATION DATE:	
APPROVED BY:	REMOVAL DATE:	
REVIEWED BY:	REVIEWED BY:	
DATE OF CONFIRMATION TO APPLICANT:	APPROVED BY:	
Distribution: RCMP	AMBULANCE	CVRD - TRANSIT
GREYHOUND	FIRE/RESCUE	PUBLIC WORKS
WEBSITE	DATE OF CONFIRMATION TO APPLICANT:	
	Distribution: Mike Ganderton, Public Works	



Frank Jameson
Community
Centre

Ladysmith
Secondary
School

Ladysmith
Primary
School

Fire
Hall

TOL Public
Works Yard

RCMP