

## SIGNAGE PERMIT APPLICATION

*\*It is recommended that prior to submitting an application that you discuss your application with the Town's Planning & Development staff.*

OFFICE USE ONLY					
Date Received:	Application Fee:	Staff Initials:	Application No.:	Parcel ID:	
SECTION 1 - PROPERTY INFORMATION					
Civic #:	Street Name:				
Property Owner(s):					
Are there any easements on the property? (Example: drainage/power lines): Yes <input type="checkbox"/> No <input type="checkbox"/>					
Municipal Road <input type="checkbox"/> Provincial Road <input type="checkbox"/>					
<i>*The erection or placement of any sign within a road right-of-way that is provincially maintained requires both Provincial and Municipal approval (see regulation No. 16 of the Town's Signage Regulations available on the Town's website at www.torbay.ca).</i>					
SECTION 2 – APPLICANT INFORMATION					
Applicant:					
Mailing Address:					
Home Phone:	Work Phone:	Cell Phone:	Fax:	Email Address:	
SECTION 3 - PROJECT INFORMATION					
Contractor Information:					
<b>Signage Type (select all that apply):</b>					
<input type="checkbox"/>	Banner Sign	<input type="checkbox"/>	Marquee Sign	<input type="checkbox"/>	Sidewalk Sign
<input type="checkbox"/>	Billboard Sign	<input type="checkbox"/>	Menu Boards	<input type="checkbox"/>	Projecting Sign
<input type="checkbox"/>	Canopy Sign	<input type="checkbox"/>	On-Site Traffic Directional Sign	<input type="checkbox"/>	Roof Sign
<input type="checkbox"/>	Ground or Pylon Sign	<input type="checkbox"/>	Off-Site Directional Sign	<input type="checkbox"/>	Wall Sign
<input type="checkbox"/>	Inflatable Sign	<input type="checkbox"/>	Portable Sign (Bold Signs)	<input type="checkbox"/>	Other
Use Description (example: advertising, promotion, political, etc.):					
Business or Organization Name/Information on Sign:					
Sign Details:					
Length:		Height:		Width:	
Illuminated: Yes <input type="checkbox"/> No <input type="checkbox"/>			Electrical Contractor Name:		
*Electrical work conducted within the Town requires approval from Service NL.					
Additional Information:					

*\* Billboard signs, ground signs or pylon signs greater than 3 metres in height, portable signs (at Council's discretion), and roof signs require signed and sealed approval by a Professional Engineer of the Association of Professional Engineers and Geoscientists of Newfoundland and Labrador (APEGIN) (see regulation No. 12 of the Town's Signage Regulations available on the Town's website at www.torbay.ca).*

**IMPORTANT - This application must be accompanied with the following :**

**TO BE CHECKED BY OFFICE**

- Processing fee (non-refundable)
- Applicable drawings
- A legal land survey and description of the property with a sketch indicating the proposed location of the sign
- Written permission from the property owner.

**\*IMPORTANT- Any cost(s) incurred by the Town will be billed back to the owner**

**APPLICANT SIGNATURE OF AGREEMENT:**

*I hereby submit this application and confirm that the information supplied is to the best of my knowledge correct. I agree to comply with all Municipal Regulations and agree to develop in accordance with the plans approved by the municipality, and not to commence development without applicable written approval and permits from the Town of Torbay. Any approval from the Town shall not relieve the applicant from complying with any further regulations of the Town or other regulatory agency.*

*Note: Where the applicant and property owner are not the same, the signature of the property owner will be required before the application can be accepted for processing.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL COMMENTS:**