

# Regional District of Kitimat-Stikine Sign Permit Application

Application/File No. 5400 30 01 \_\_\_\_\_ 20\_\_\_\_\_  
(Office Use) (permit #) (year)

I/We hereby make application under the provisions of Part 526 of the  
*Local Government Act* for a Sign Permit:

Applicable Sign Bylaw (check one):      RDKS Sign Bylaw No. 631         Thornhill Sign Bylaw No. 632  

## 1. Sign Location:

a) Street address (or general location description):

\_\_\_\_\_  
\_\_\_\_\_

b) Legal description of property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) P.I.D. No.: \_\_\_\_\_      d) ALR parcel:    Yes       No  

## 2. Applicant and Registered Property Owner:

a) Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Business: \_\_\_\_\_ Home: \_\_\_\_\_

\_\_\_\_\_  
Date (dd/mm/yy)

\_\_\_\_\_  
Applicant's Signature

b) Registered Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Business: \_\_\_\_\_ Home: \_\_\_\_\_

***This application is made with my full knowledge and consent.***

\_\_\_\_\_  
Date (dd/mm/yy)

\_\_\_\_\_  
Property Owner's Signature

Where the Applicant is NOT the REGISTERED PROPERTY OWNER, the application must also be signed by  
the REGISTERED PROPERTY OWNER or his/her solicitor.

**3. Proof of Ownership:**

A copy of a State of Title Certificate or a copy of a Certificate of Indefeasible Title, dated no more than thirty (30) days prior to submission of the application must accompany the application as proof of ownership.

Received

**4. Application Fee**

An Application Fee of \_\_\_\_\_ as set out in Bylaw \_\_\_\_\_ shall accompany the application made payable to the: **Regional District of Kitimat-Stikine.**

**5. Property Zoning:** \_\_\_\_\_ **Zoning Bylaw:** \_\_\_\_\_

**6. Sign Information:**

a) Sign Printing company: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

b) Business/Product to be advertised: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

c) General purpose of the proposed sign:

\_\_\_\_\_  
\_\_\_\_\_

d) Description of the existing use/development on the property where the sign is to be located:

\_\_\_\_\_  
\_\_\_\_\_

e) Sign Type:    Freestanding:     Wall:     Changeable Copy Electronic:     Ground:

Other (describe): \_\_\_\_\_

f) Sign area: \_\_\_\_\_ (sq. meters) for each sign. Provide Illustration.

g) Sign height: \_\_\_\_\_ (meters) from average ground level (excluding wall signs)

*For third party freestanding signs:*

h) Distance to nearest permitted sign(s). \_\_\_\_\_ (meters) where a minimum sign separation is required in the bylaw.

**7. Attachments and Other Required Information: For Office Use**

- a) Sign Permit Sketch (page 4) showing the extent of the property, the location of the proposed sign and any existing buildings or structures used to support the proposed sign. Indicate the location of the sign and supporting structures with distances from property lines, (any statutory rights-of-way or easements), buildings and structures as appropriate. Include on the sketch the name of the applicant, date of application, civic address or legal description of the property, and if applicable the distance and direction to other nearest permitted sign(s).

REQUIRED: YES  NO

- b) An Elevation/Construction Drawing showing, overall height, width, area, supporting structures and information on materials and structural components of the proposed sign. For wall signs include the dimensions of the wall.

REQUIRED: YES  NO

- c) A Sign Illustration Drawing showing the content to be displayed on the proposed sign.

REQUIRED: YES  NO

- d) Ministry of Transportation and Infrastructure permit.

REQUIRED: YES  NO

- e) Notes about the application or other technical information or reports that maybe required to assist in the preparation of the permit are listed below:

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**By approving this permit the Regional District does not guarantee the siting of any sign under this permit. It is the responsibility of the applicant to ensure that the sign meets all the requirements of the applicable bylaw.**

**This permit will expire upon failure to commence work within 120 days of 'Permission to Construct' (Issuance) date below.**

A permit is deemed to be expired if a sign is no longer being used for the purpose of advertising, identifying, illustrating or displaying a message for more than 180 days.

<b>For Office Use Only:</b>		
Application Fee: \$ <u>    N/A    </u>	Receipt No.: _____	
Received	_____ RDKS Staff	_____ Date
Permission to Construct	_____ RDKS Staff	_____ Date
Approved	_____ RDKS Staff	_____ Date

### Sign Permit Sketch Sheet

Below sketch the location of the proposed sign or indicate if to be provided on separate sheet.

Application/File No. 5400 30 \_\_\_\_ 20 \_\_\_\_



Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Info (address or legal description): \_\_\_\_\_

Additional Drawing(s) Attached  Number of Additional Drawings: \_\_\_\_\_ Drawing Type: \_\_\_\_\_

*Third Party Freestanding Sign Info:*

Sign Location (GPS coordinates): Lat: \_\_\_\_\_ Long: \_\_\_\_\_

Distance to nearest permitted sign: \_\_\_\_\_ (meters) Greater than 1 km