

SIGN PERMIT APPLICATION

This is NOT a Sign Permit

PROPERTY OWNER

Name: _____	Company: _____
Mailing Address: _____	
Phone Number: Day () _____	Alternate () _____
Fax () _____	E-mail: _____

APPLICANT (IF DIFFERENT FROM OWNER)

Name: _____	Company: _____
Mailing Address: _____	
Phone Number: Day () _____	Alternate () _____
Fax () _____	E-mail: _____

AFFECTED PROPERTY

Lot(s): _____	Block: _____	Plan No: _____	Other: _____
Civic Address: _____			

TERMS AND CONDITIONS:

I hereby make application for Sign Permit under the provisions of Sign Bylaw No. 16/2003 in accordance with the plans and supporting information submitted herewith and which form part of this application. I hereby acknowledge that I have read the Sign Permit Application, have provided the information indicated on Page 2 of this form, and declare the information contained therein correct. **I agree to comply with all the City of Yorkton bylaws and further agree to conform to the conditions set out in the Sign Permit.**

Signature of Property Owner

Date

Signature of Applicant (if different from Owner)

Date

FOR OFFICE USE ONLY

Tax Roll Number _____	Application Number _____
Date Received (Complete) _____	Received By _____
Current Zoning: _____	
Sign Type & Number: <input type="checkbox"/> Fascia _____	<input type="checkbox"/> Free Standing _____
<input type="checkbox"/> Electronic _____	<input type="checkbox"/> Other _____
Total Sign Area: _____	Fees: _____ <input type="checkbox"/> Paid

COLLECTION AND USE OF PERSONAL INFORMATION

The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the *Planning and Development Act, 2007*, and is protected by the privacy provisions of the *Local Authorities Freedom of Information and Protection of Privacy Act*. The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the *Planning and Development Act, 2007* or *Local Authorities Freedom of Information and Protection of Privacy Act*.



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In accordance with City of Yorkton Sign Bylaw No. 16/2003, the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise, and should be prepared to professional drafting standards. Not all Sign Permit applications require the information below. Please contact the Planning and Engineering Department if you would like more detail or clarification of what is required for your application.

Required Items:

- A completed Sign Permit Application Form containing a complete legal description and civic address of the subject property, as well as contact information for both the applicant and owner (names, mailing address, e-mail address, telephone and fax numbers)
- Payment of application fees, as per Sign Bylaw No. 16/2003 (\$1.00 per square foot of surface area of a sign calculated and applied to one side of a double-sided sign only, but in no event less than \$25.00)
- Signed letter authorizing applicant/agent to act on behalf of property owner
- Site Plan, showing:
 - north arrow, date and scale
 - dimensions of the site including area of the parcel(s)
 - adjacent streets and laneways
 - location of the sign(s) in relation to property lines and/or existing buildings
 - the overall dimensions of the sign(s)
 - the size of the letter(s) to be displayed on the sign(s)
 - the amount of projection of the sign(s) from the face(s) of building(s)
 - height of the sign(s) above the public street or sidewalk or the height above the average ground level at the face(s) of the building(s)
 - manner of illuminating the sign(s) and any form of animated or intermittent lights that may be embodied in the construction
 - least distance that the sign(s) will be erected from an intersection of one street with another; also, the least distance from any device for the control of traffic at such an intersection

Note: Applicants are to submit at two (2) copies of the required drawings, along with a completed application form and payment of application fees. Digital versions (PDF version preferred) may be accepted, in lieu of hard copies, to the satisfaction of the Development Officer.