



# SIGN PERMIT APPLICATION FORM

## Planning & Development Department

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

p: 250.561.7600 | www.princegeorge.ca

### SIGN PERMIT

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#### Applicant

Name \_\_\_\_\_

Corporation (if applicable) \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

#### Installer

Name \_\_\_\_\_

Corporation (if applicable) \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

#### Subject Property

Civic Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Parcel ID \_\_\_\_\_

Zoning \_\_\_\_\_

#### Number of Signs:

_____ Balloon Sign	\$50.00
_____ Banner Sign	\$50.00
_____ Canopy Sign	\$50.00
_____ Fascia Sign	\$50.00
_____ Marquee Sign	\$50.00
_____ Freestanding Sign	\$100.00
_____ Portable Sign	\$50.00
_____ Projecting Sign	\$100.00
_____ Roof Sign, Integral	\$50.00

#### Cost (per sign):

#### Note:

A Letter of Consent is required for every sign application.  
If a sign is to be connected to electrical wiring, an additional \$25.00 fee is required per sign.  
For Portable Signs a site plan is needed showing if the sign is to be located in a required landscaped area or a required parking area.  
If a sign is to be animated (as within the City of Prince George Sign Bylaw No. 8215 and as amended) an additional \$100.00 fee is required per sign. (no additional electrical service fee)

#### Total

## Application Checklist

- Application form
- Application fees
- Appointment of Agent (*if applicable*)
- One (1) set of plans and specifications drawn in accordance with standard architectural practice.  
Signs attached to buildings require dimensions and location of proposed signage, dimensions and locations of existing signage, total square footage of principle building and dimensions of wall where sign placement is proposed. All other signage requires a site plan clearly indicating proposed location.

I/WE HEREBY declare that I/we:

- a) have read the attached documents, information and drawings and that they are true and correct to the best of my knowledge and belief;
- b) agree to submit further documents, information and drawings to assist in the consideration of the application, as determined by the City of Prince George;
- c) agree that misrepresentation or failure to disclose, or failure to submit the appropriate application fee, may be deemed sufficient cause for the rejection by the City of Prince George of the application; and
- d) agree that later discovery of an omission or misrepresentation made in the attached statements, documents, information and drawings may be grounds for a determination of ineligibility or revocation of any future license, permit or approval that may be granted.

AND I/We hereby agree to indemnify and save harmless the City of Prince George against all claims of whatsoever kind which may in any way occur against the City in consequence of, and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of any bylaw relating to erection of signs in the City.

AND I/WE HEREBY acknowledge that this application and all documents, information and drawings submitted with the application become part of the City of Prince George's records and are subject to the Freedom of Information and Protection of Privacy Act, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the Community Charter, Local Government Act and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed



## APPOINTMENT OF AGENT FORM

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7600 | www.princegeorge.ca

I/WE, \_\_\_\_\_  
Full name(s) of all registered owners as shown on title to the lands

the undersigned, being the registered owner(s) in fee simple of the following lands:

Parcel Identifier(s): \_\_\_\_\_

Civic Address(es): \_\_\_\_\_

Legal Description(s): \_\_\_\_\_

### DO HEREBY APPOINT AND AUTHORIZE:

\_\_\_\_\_, of  
Name of Agent

\_\_\_\_\_  
Mailing Address of Agent

\_\_\_\_\_, \_\_\_\_\_  
Phone No. of Agent Email of Agent

**TO ACT AS MY/OUR AGENT** and to act on my/our behalf with respect to all matters related to the following application(s) to the City of Prince George in connection with the above lands, including without limitation, to sign and file the application(s), to negotiate with officials and employees of the City, to enter into agreements and approve of conditions with respect to the application(s), and to represent and make submission on behalf of the undersigned to City Council:

Application(s) \_\_\_\_\_

**AND I/WE HEREBY** ratify, confirm and adopt as my/our own, the acts, representations, replies, agreements and commitments made on my/our behalf by the above named agent;

**AND I/WE HEREBY** declare that i/we have verified that all the information contained within this document and contained within all of the documents and plans submitted in support to the above listed application(s) are true and correct in all respects;

**AND IN CONSIDERATION OF** the sum of \$1.00 now paid by the City to the undersigned, and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the undersigned), each of the undersigned hereby covenants and agrees to indemnify and save harmless the City of Prince George, its elected and appointed officials, employees and agents from and against all claims, liabilities, losses, costs and expenses of every nature whatsoever, in respect of anything done or not done by either the above named agent of the undersigned in connection with the above application(s), including without limitation the failure to comply with any and all agreements, conditions or other commitments, of the failure to observe any applicable bylaws, acts or regulations. This covenant will survive the expiry or termination of this appointment of agent, and is in addition to, and shall not prejudice, any other right or remedies of the City of Prince George.

**AND I/WE HEREBY** acknowledge that this application and all documents, information and drawings submitted with the application(s) become part of the City of Prince George's records and are subject to the *Freedom of Information and Protection of Privacy Act*, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the *Community Charter, Local Government Act* and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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**IF REGISTERED OWNERS ARE INDIVIDUALS, USE THIS SIGNING BLOCK:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

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**IF REGISTERED OWNER IS A CORPORATION, USE THIS SIGNING BLOCK:**

\_\_\_\_\_  
Name of Corporation (as shown on the title to the lands)

**I/WE** have authority to bind the company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name