

# **SIGN PERMIT APPLICATION GUIDE**



OCTOBER, 2011

This brochure provides an overview of the steps involved in the Sign Permit application process. This is a general guide only. It is not meant to replace bylaws or other legal documents. Applicants are advised to meet with the Planning Department to discuss their application.

### **WHAT IS A SIGN PERMIT?**

The Town of Gibsons has a Sign Bylaw that specifies types, heights, and areas of signage permitted to be installed on a property within the Town of Gibsons.

A Sign Permit is applied for when a property falls within a Development Permit Area as designated in the Town's Official Community Plan (OCP) and no Development Permit has been issued on the property.

### **WHAT IS A DEVELOPMENT PERMIT?**

Specific areas of Gibsons have been designated as Development Permit Areas. Each of these areas has specific development guidelines which specify the Town's development objectives for that area. The guidelines for each Development Permit Area are outlined in Section 14.0 of the [Official Community Plan \(OCP\)](#).

A Development Permit for a proposed project is approved and issued by Council when they are satisfied that the project meets all guidelines and conditions for the Development Permit Area. Once approved, the conditions of the Development Permit are binding on existing and future owners of the property.

Development Permits are registered at the Land Titles Office and appear on the title of the property.

A Development Permit is not a Sign Permit and you still need to apply for a Sign Permit after the Development Permit has been issued.

### **WHEN DO YOU NEED A SIGN PERMIT?**

The Local Government Act enables Municipalities to designate Development Permit Areas in order to achieve objectives for the form and character of commercial, industrial or multi-family development, to achieve objectives for the form and character of intensive residential development, and to revitalize specific commercial areas.

A Development Permit is required with a Sign Permit when the property under application falls into one of the form and character development permit areas.

Maps showing the location of all Development Permit areas in Gibsons are contained within [Section 14.0 of the OCP](#).

All commercial, industrial and multi-family properties in the Town of Gibsons require a Form & Character Development Permit prior to development.

### **APPLICATION FEE**

At the time of submitting the application, you are required to pay the application fee. This fee is non-refundable and is intended to recover a portion of the costs of processing the application. The current fee for a Sign Permit application is \$25. The current fee for a Sign Development Permit is \$200.

HST will be added to application fees upon payment.

### **STEPS TO SIGN PERMIT ISSUANCE**

#### **STEP 1 – PRE-APPLICATION MEETING**

Before proceeding with a Sign Permit application, owners are encouraged to meet with staff to review all options related to their proposal.

Before submitting an application, you are advised to review your proposed plans to:

- Ensure that your proposal meets the requirements of the [Sign Bylaw](#);
- Review the Official Community Plan to ensure your proposal meets with the guidelines of each Development Permit Area (DPA) within which the subject property is contained; and,
- Include a summary page stating how the signage meets the Development Permit Area Guidelines.

#### **STEP 2 – SUBMISSION OF APPLICATION**

A completed application form, with necessary attachments, is to be submitted to the Planning Department and must include:

- Completed application form signed by registered owner of the property. If applicable, written authorization for an agent to act on behalf of the registered owner(s) of the subject property may be required.
- Payment of Application Fee (including HST).
- Detailed site plans are required for the application. Complete plans will include:
  - Certificate of Title. Must be dated within 30 days of application;
  - Two complete sets of drawings and one digital set;
  - Two sets of fully dimensioned metric plans prepared by a B.C. Land Surveyor (with 11" x 17" reduced copy) if applicable. Must include:
    - Gross site area, dimensions, & use of all lots;
    - All existing structures on the property & distances from existing or proposed lot lines;

- Location of roads, lanes, walkways, & park dedications;
- Location and purpose of existing easements, rights-of-way or covenants on the property;
- and
- Contour Plan from a topographic survey.
- **Proposal Summary:** Written summary of how the proposed development conforms to each of the established Development Permit Area Guidelines for signage listed in the OCP (Sections 14.2 to 14.7).
- **Sign Permit Details:** Six sets of fully dimensioned plans required, plus one set of reduced drawings (maximum size 11" x 17") required, including:
  - **Form and Character or Revitalization Area Development Permit (DPA No. 3, 4, 5, & 6)**
    - Location, areas, and dimensions of existing signs;
    - Elevation of building walls and dimensions showing the position of the proposed signs and any existing signs (must be to scale);
    - Type of illumination and colours to be used;
    - Letter of Assurance from a Professional Engineer (if requested by the Building Inspector);
    - A project summary sheet outlining the area of each type of sign on the property, the number of each type of sign (ie., Fascia), and other relevant data. The project summary sheet should include totals for existing and proposed signage.

### **STEP 3 – APPLICATION REVIEW AND REFERRAL TO AGENCIES**

The Planning Department reviews the proposal and may refer it to other municipal departments, or outside referral agencies for comment (allow six weeks for referral process). The Municipal Planner will advise if a Development Permit application is required.

### **STEP 4 – DEVELOPMENT PERMIT APPLICATION PROCESS**

If a Development Permit application is required, the process will have to be followed and the Development Permit issued before the Sign Permit will be issued. Details on the Development Permit Application process are available at [www.gibsons.ca](http://www.gibsons.ca)

### **STEP 5 – ISSUANCE OF THE SIGN PERMIT**

#### **APPLICATION TIMING**

The Sign Permit process (when a Development Permit is not required) requires one to two months. When a Development Permit is required, the process requires **two to three months** to complete depending on the complexity of the project and the need for additional information from applicants during the process.

Time for each step of the application is dependent on the complexity of the application, the thoroughness of the initial application submission, and the consistency of the application with Town bylaw requirements. Applicants are advised to meet with early in the project design.

### **WHAT'S NEXT**

Apply for a Building Permit. At the time of the Building Permit application, you may need to hire consultants, such as an independent civil engineering firm to design the on-site servicing when it is not in place and assist with the application requirements.

### **CONTACTS**

Town of Gibsons Planning Department: 604.886.2274

Town of Gibsons Building Department: 604.886.2274

Fire Chief: 604.886.7777

Ministry of Transportation: 604.740.8985

This brochure is meant for guidance only and is not intended to replace the requirements of the *Local Government Act* and applicants should obtain copies of the relevant bylaws before proceeding with development applications. For specific information, please contact the staff at:

Town of Gibsons  
474 South Fletcher Road, Box 340  
Gibsons, B.C. V0N 1V0





## Planning Department

474 South Fletcher Road, Box 340, Gibsons, BC V0N 1V0

Phone 604-886-2274, Fax: 604-886-9735

[www.gibsons.ca](http://www.gibsons.ca)

# SIGN PERMIT APPLICATION

Please read the [Sign Permit Application Guide](#) before filling out this application form. If you have any questions or require assistance in filling out this form contact the Planning Department. The processing of your application will be delayed if it is incomplete. Mail or deliver the completed application form, fee, plans and supporting material to the Town of Gibsons Planning Department and make your fee payable to the Town of Gibsons. Contact the Town of Gibsons Planning staff for the current fee prior to submitting your applications as fees may change, or consult the [Development Procedures and Fees Bylaw](#).

### SECTION 1: DESCRIPTION OF PROPERTY

Lot/Parcel  Plan  Block

District Lot/Section  Range

Other Description

Street Address

Jurisdiction and Folio Number (From Property Assessment/Tax Notice)

Parcel Identifier (PID) (From State of Title Certificate)

### SECTION 2: OWNER INFORMATION (ADD PAGES IF MORE THAN TWO OWNERS)

#### First Owner Information

Name

Address

City

Province/State

Postal/Zip

Telephone/Fax

Email

#### Second Owner Information

Name

Address

City

Province/State

Postal/Zip

Telephone/Fax

Email



### SECTION 3: APPLICANT INFORMATION (IF DIFFERENT THAN OWNER)

Name	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State/Province	<input type="text"/>	Postal/Zip	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>	Cell	<input type="text"/>
Email	<input type="text"/>				

This information is collected in compliance with the Freedom of Information and Protection of Privacy Act (FOIPOP). If you require further information regarding the FOIPOP Act please contact the FOI Coordinator at 604.886.2274 or the Information and Privacy Commissioner at 1.800.663.7867

### SECTION 4: PLANS AND SUPPORTING MATERIALS CHECKLIST

- Completed application form signed by registered owner of the property. If applicable, written authorization for an agent to act on behalf of the registered owner(s) of the subject property may be required;
- Payment of Application Fee;
- Certificate of Title. Must be dated within 30 days of application;
- Two complete sets of drawings, plus one digital set with metric dimensions;
- Two sets of fully dimensioned metric plans prepared by a B.C. Land Surveyor (with 11" x 17" reduced copy) if applicable. Must include:
  - o Gross site area, dimensions, & use of all lots;
  - o All existing structures on the property & distances from existing or proposed lot lines;
  - o Location of roads, lanes, walkways, & park dedications;
  - o Location and purpose of existing easements, rights-of-way or covenants on the property; and,
  - o Location and dimensions of all proposed signage.
- Proposal Summary: Written summary of how the proposed signage conforms to each of the established Development Permit Area Guidelines for signage listed in the OCP (Sections 14.2 to 14.7).
- Sign Permit Details: Six sets of fully dimensioned plans required, plus one set of reduced drawings (maximum size 11" x 17") required, including:
  - o Form and Character or Revitalization Area Development Permit (DPA No. 3, 4, 5, & 6)
  - o Location, areas, and dimensions of existing signs;
  - o Elevation of building walls and dimensions showing the position of the proposed signs and any existing signs (must be to scale);
  - o Type of illumination and colours to be used;

- Letter of Assurance from a Professional Engineer (if requested by the Building Inspector); and,
- A project summary sheet outlining the area of each type of sign on the property, the number of each type of sign (ie. Fascia), and other relevant data. The project summary sheet should include totals for existing and proposed signage.

**ADDITIONAL INFORMATION**

If the space provided below for each section is not sufficient, please attach additional information using a Microsoft Word, Microsoft Excel, Text or a separate PDF document.

**SECTION 5: SIGN TYPE AND DESCRIPTION (SPECIFY)**

Freestanding

Any existing freestanding signs on this lot?

Electrical/Illuminated:

Electronic message:

Fascia:

Awning:

Other type:

Overhanging property:

Letter of Assurance of design and commitment for field review from a professional engineer is required for sign and base

**SECTION 6: SIGN DIMENSIONS (FOR PROPOSED SIGNAGE)**

Use additional pages if more than one sign is proposed

Total height

 Metres

Clearance from grade or sidewalk

 Metres

Sign area (both faces)

 Metres<sup>2</sup>

Length

Height

Depth

Weight

Supports and Anchors

**SECTION 7: APPLICATION COMPLETION**  
(INITIAL EACH OF THE FOLLOWING)

- I have completed all sections of this application form
- I have included detailed site plans and elevation drawings as required in section 4 of this application form
- I have included the additional documentation and reports required in Section 4 of this application form
- I have included recent State of Title Certificate (not more than 30 days old)
- I have included copies of all covenants registered against the title
- All owners listed on the title have signed the application
- I have verified as to whether my property falls within a Development Permit Area.
- I have included the correct fee (contact the Town of Gibsons Planning Department or visit [Development Procedures and Fees Bylaw](#) for correct fees)

Please note: your application will not be considered complete and cannot be processed unless it contains all of the information above. Please also review all relevant bylaws including the [Official Community Plan](#) (Bylaw 985 and associated amendments), and the [Development Procedures and Fees Bylaw](#).

**SECTION 8: OWNER'S CONSENT AND AUTHORIZATION**

To process the application the signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet.

In order to assist the Town of Gibsons in the review and evaluation of my application, by signing below, I authorize the Planner(s) assigned to this application to enter into the land at reasonable times, after making reasonable efforts to arrange a schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application.

\_\_\_\_\_  
Owner One, Full Name

\_\_\_\_\_  
Owner Two, Full Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date