



Application Form
SIGN PERMIT APPLICATION

Last Updated on
09/02/2015

Planning & Development Branch

required under Zoning Bylaw No. 24 - 2014

Applicant Information

Permit No.: _____

Name of Applicant: _____

Mailing Address: _____

Unit # Street # Street Name City Province Postal Code

Phone Number: () _____ Fax Number: () _____

Permit to be sent to: (if different from above)

Name: _____ Phone Number: _____ Fax Number: _____

Address: _____ Postal Code: _____

Unit # Street # Street Name City Province Postal Code

Sign Information

I hereby apply for the following type of Sign with the following characteristics:

TYPE OF WORK: New Sign Relocation Renovation Replacement

SIGN TYPE:

SIGN CHARACTERISTICS: (check all that apply):

Permanent Sign

Temporary Sign

Portable Sign

EVENT/PURPOSE: _____

Name of Advertising Business: _____

Sign Message: _____

Sign Location (Civic Address): _____

Unit # Street # Street Name City Province Postal Code

(If there are additional Sign Locations, please indicate each Sign Location (Civic Addresses):

Business Proprietor: _____ Phone Number: _____

Date of Installation : _____ Date of Removal: _____

How many faces will the sign have? _____

Horizontal Length of Sign: _____ Vertical Length of Sign: _____

Thickness of Sign: _____ Weight of Sign: _____

Single Sign Face Area: _____ Copy Area: _____

Top of Sign Height from Grade: _____ Sign Clearance from Grade: _____

from Roof: _____ from Roof: _____

Will the Sign project beyond property line? Yes No If Yes, how far? _____

LOCATION INSPECTED AND APPROVED BY: _____ FEE \$: _____

Manufacturer Information

Sign Manufacturer: _____

Sign Installer: _____

Phone Number: () _____ Fax Number: () _____

THIS SECTION APPLIES TO WALL SIGNS ONLY:

Wall Sign to be located on: Primary Building Face Secondary Building Face

Direction Facing: NORTH SOUTH EAST WEST please check one

AttachmentsPlease ensure the following has been completed, if applicable:

- | | | |
|-------------------------------------|--|--|
| 1. Application Fee: | I have enclosed the required non-refundable application fee. | Fee Attached <input type="checkbox"/> |
| 2. Detailed Drawing of Sign: | I have enclosed the drawing which includes the sign dimensions. | Copy Attached <input type="checkbox"/> |
| 3. Detailed Site Plan: | I have enclosed a detailed site plan showing all property lines, site and curb dimensions and the location of sign(s). | Copy Attached <input type="checkbox"/> |
| 4. Additional Fees: | If sign overhangs public property by more than 0.3 metres, a one-time \$150.00 fee will be charged. | Fee Attached <input type="checkbox"/> |

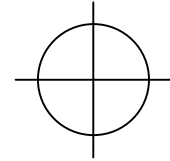
Declaration of Applicant/Agent

I hereby certify that all the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

Signature of Owner or Authorized Agent_____
Date

Most sign permits are issued within 10 to 15 working days from date of application. For more information, call (306) 778-2714.

Is this a corner lot? yes no
Mark all sign locations and distance from
Building and sidewalk or curb
Please mark a north arrow on compass



Rear Lane

Please mark in driveways
and parking spaces

BUILDING

if a corner lot Flanking St. _____

City side walk

Boulevard

Boulevard

Inside edge
of side walk
or curb

Front street _____

Business Name:

Street Address:

Date of Application:





City of Swift Current
Planning & Growth Development
177 - 1st Avenue NE
Swift Current, SK S9H 3W1
Phone: 306-778-2740
E-mail: png@swiftcurrent.ca

AUTHORIZATION OF PORTABLE SIGN PLACEMENT

Registered owner(s) of the following property:

I/We agree to immediately notify The City of Swift Current, in writing, of any changes regarding the below information. All information provided is true and correct. We are aware of the request being made on our behalf and the need to comply with the applicable policies and processes.

Name of Owner(s):

Address:

City: Province: Postal Code:

E-Mail: Tel: Cell:

Project Address:

Legal Description:

I/we hereby authorize the following persons or firm to act as an authorized agent on my/our behalf on matters pertaining to the Sign Permit Application for the above-noted property/properties and to be the sole contact person.

Authorized Agent:

Contact Person:

Company Name:

Address:

City: Province: Postal Code:

E-Mail: Tel: Cell:

Signature of Owner(s):

(PLEASE PRINT):

Date signed:

(MM/DD/YYYY)

NOTE: One letter of Authorization must be provided for each property, if the property is owned by different people. All registered owners of a property must sign the Letter of Authorization. Use additional sheets if necessary.