



# SIGN PERMIT APPLICATION

**Town of Creston**  
**Development Services**  
 238-10<sup>th</sup> Ave. North,  
 Box 1339 Creston, BC V0B 1G0  
 Tel 250-428-2214 Fax 250-428-9164  
[www.creston.ca](http://www.creston.ca)  
 File: 4500.70

Business	Business Name: _____ _____	Phone: _____ _____
	Business Type: _____	Email: _____ _____
Owner or Company	Property Owners Name: _____ Property Owners Mailing Address: _____ _____	Phone: _____ _____
	Applicant's Name: _____ Applicant's Mailing Address: _____ _____	Email: _____ _____
	Site - Legal Description: _____ _____	Phone: _____ _____
	Site - Civic Address: _____	Email: _____ _____
Sign Manufacturer / Installer: _____		Phone: _____

**For complete requirements, please review the Town of Creston's Sign Bylaw at <http://creston.ca/DocumentCenter/View/98/Sign-Bylaw-No-1797-PDF>**

**Land Use Zone in which sign is to be located**

(refer to the Town of Creston Zoning Map at <http://creston.ca/2154/Zoning>):

**Type of Sign** (refer to Table 1: Types of Allowable Signs on page 4):

**Proposed Sign Dimensions and Area:**

Description	Sign #1	Sign #2	Sign #3	Sign #4
Type and Description of sign				
Dimensions of sign				
Area of sign				
Max. height of sign (from ground level)				

Description	Sign #1	Sign #2	Sign #3	Sign #4
Clearance below sign (to ground)				
Dimensions of wall face to which sign is attached				
Maximum projection from building face				
Number of street frontages				
Dimension of concrete base				

**Existing Signage** (refer to **Table 2: Total Number of Allowable Signs** on page 5):

List the number, size, type of existing signs on the property and/or building:

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**Enclosed Supporting Documents:**

- Liability Insurance (*required when signor sign base encroaching on municipal lands*)
- Waiver of Liability
- Highway Permit
- Third Party Sign Owner Authorization
- Drawing and/ or Photos

Drawings are to be in accordance with standard architectural practice and to scale, illustrating each side of the sign areas showing copy, sign area and dimensions of the sign, as well as the colour scheme and materials, and details of any supporting structures and surrounding framework.

The following information is to be included where applicable:

1. Drawings or photos showing the proposed location of the sign in relation to the building face and property boundaries;
2. Drawings or photos showing size and location of any other signs on the property;
3. Description of the material and colour of which the sign is constructed;
4. Detailed description of the method and type of wiring, illumination and attachment to building as applicable.
5. For window signs, the size of the window area where the sign will be located
6. For awning signs and canopy signs, the size of the surface area of the awning or canopy;
7. For fascia signs, the business frontage size.

*Note: The Director of Municipal Services or his/her designate may require a Professional Engineer to certify the structural adequacy of the sign, sign base and method of attachments as part of the Permit application process.*

### Waiver, Release & Indemnification

In consideration of the granting of a permit pursuant to this application, I/WE agree to release any indemnifies and save harmless the Town of Creston, "the Town", its Council members, employees and agents from and against all claims, liabilities, judgments, costs and expenses of every kind including negligence which the Owner, future Owner, Occupiers or any other person, partnership or corporation or Owner's heirs, successors, administrators or assigns incurs in consequence of or incidental to the issuance of the permits, the review of plans and supporting documents, inspections made by the Building Official or enforcement or failure to enforce a code or bylaw and the Town owes no duty of care in respect of these matters to the Owner, whether or not an office or employee of the Town.

I HAVE READ THIS ABOVE STATEMENT, RELEASE AND INDEMNITY AND UNDERSTAND IT.

\_\_\_\_\_  
 Owner Signature (*property owner*) or Company Representative with Signing Authority (or Owners Authorization Form)

\_\_\_\_\_  
 Owners Signature (*Continued*)

\_\_\_\_\_  
 Date

**Owner Authorization of Application:**

As owner(s) of the land described in this application, I/we hereby authorize \_\_\_\_\_  
 \_\_\_\_\_ to act as applicant in regard to this Sign Permit Application.

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

<b>Office Use Only</b>	Received By:		Date Received:	Sign Permit Fee: \$25.00/sign
	Required Documents: Y/N	Required Plans: Y/N		
	Approved By:		Date Approved:	

**Table 1: Types of Allowable Signs, Section 7.2 Sign Bylaw No. 1797**

Type of Permitted Sign	Zones					Permit Required?
	Commercial	Industrial	Agricultural	Community Use	Residential	
<b>TEMPORARY SIGNS</b>						
Banner	YES	YES	YES	YES	NO	YES
Balloon sign	YES	NO	NO	NO	NO	NO
Changeable Copy sign	YES <i>(not in Downtown Core)</i>	YES	NO	NO	NO	YES
Development & Contractor signs	YES	YES	YES	YES	YES	NO
Election sign	YES	YES	YES	YES	YES	NO
Real estate sign	YES	YES	YES	YES	YES	NO
Sandwich board	YES	YES	YES	YES	NO	YES
Special event sign	YES	YES	YES	YES	NO	YES
<b>PERMANENT SIGNS</b>						
Awning sign	YES	YES	NO	YES	NO	YES
Balloon sign	YES	NO	NO	NO	NO	YES
Canopy sign	YES	YES	NO	YES	NO	YES
Changeable copy sign	YES	YES	NO	NO	NO <i>(1 exception, see Section 7.8)</i>	YES
Community information sign	YES	YES	NO	YES	NO	NO
Directory sign	YES	YES	NO	NO	NO	YES
Display box	YES	YES	NO	YES	NO	YES
Electronic message center sign	YES	NO	NO	YES	NO	YES
Fascia sign	YES	YES	NO	YES	NO	YES
Free-standing sign <i>(includes allowance for changeable copy)</i>	YES	YES	YES	YES	NO	YES
Home occupation sign	NO	NO	YES	NO	YES	YES
Projecting sign	YES	YES	NO	NO	NO	YES
Rooftop sign	NO	YES	NO	NO	NO	YES
Suspended sign	YES	YES	NO	YES	NO	YES
Subdivision – Entrance sign	NO	NO	YES	NO	YES	YES
Window sign	YES	YES	NO	YES	NO	YES
<b>“OTHER” SIGNS</b>						
Public information sign	YES	YES	NO	YES	YES	NO
Third party sign	YES	YES	NO	NO	NO	YES <i>(see Sec. 8.3)</i>
Third party directional sign	YES	YES	NO	NO	NO	YES

Source: Part 7 Town of Creston Sign Bylaw No. 1797, 2014

**Table 2: Total Number of Allowable Signs, Section 7.3 Sign Bylaw No. 1797**

	<b>Maximum # Temporary Signs Allowed</b>	<b>Maximum # / Type of Permanent Signs Allowed</b>	<b>Additional Allowances</b>
1 <sup>st</sup> Storey (Ground level) or single-occupant building	Up to two (2) temporary signs per business frontage from the following options: One (1) banner One (1) sandwich board One (1) special event sign	Up to four (4) signs per business frontage, (3) front and (1) rear from the following options: One (1) awning or canopy sign One (1) fascia sign One (1) free-standing sign, as setback requirements allow One (1) suspended or projecting sign One (1) window sign  PLUS One (1) identification sign per building; One (1) identification sign per business to be displayed at the principal entrance; One (1) display box sign per principal entrance, as applicable (see Sec 4 definition for Display Box).	In addition:  - Qualifying properties (refer to definition of directory sign in Section 4) may each display one (1) directory sign. See Section 8.2 for details.  - Real estate signs as required: see Section 8.1
2 <sup>nd</sup> and 3 <sup>rd</sup> Storey	Up to one (1) temporary sign per business frontage from the following options: One (1) banner One (1) sandwich board One (1) special event sign	Either or both of the following: One (1) fascia sign per business frontage One (1) projecting sign per business frontage One (1) window sign per business frontage	- Public information signs as required: see Section 7.6  - Election signs: see Section 8.1
Basement	Up to one (1) temporary sign per business frontage from the following options: One (1) sandwich board One (1) special event sign	One (1) window sign per business frontage	

Source: Part 7 Town of Creston Sign Bylaw No. 1797, 2014