

## Applicant Information

Applicant Name: \_\_\_\_\_  
*Last First Middle Initial*

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
*City Province Postal Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Business Information

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
*City Province Postal Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Property Owner Information (at sign location)

Owner Name: \_\_\_\_\_  
*Last First Middle Initial*

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
*City Province Postal Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Property Information (at sign location)

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

Civic Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

Land Use Zone in which sign is to be located: \_\_\_\_\_

Refer to the Town of Creston Zoning Map at  
<https://www.creston.ca/sites/default/files/2023-08/Zoning-1958.pdf>

The Town of Creston collects your information for the purposes of administering Town of Creston programs and services, including permits and licensing services, in accordance with Section 26 of *the Freedom of Information and Protection of Privacy Act (FOIPPA)*. Information collected with this form, including copies of any associated documentation submitted as part of this application, may be disclosed to the public in accordance with *FOIPPA*. If you have any questions about the collection and use of information, please contact the Town's Corporate Officer at 250-428-2214, ext. 210.

## Sign Information

Manufacturer Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Installer Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Refer to Table 1: Types of Allowable Signs on pg. 6 of this document (for more information refer to the Town of Creston Sign Bylaw at <https://www.creston.ca/2167/Bylaws>)

Please fill in applicable descriptions (**PROVIDE ALL MEASUREMENTS IN METRIC**):

Description	Sign 1	Sign 2	Sign 3	Sign 4
<b>Sign Type</b> (See Part 8 – Regulation of Signs at <a href="https://www.creston.ca/sites/default/files/2023-08/Sign-1797.pdf">https://www.creston.ca/sites/default/files/2023-08/Sign-1797.pdf</a> )				
<b>Sign Dimensions (m)</b>				
<b>Sign Area (m<sup>2</sup>)</b>				
<b>Max. height of sign - from ground (m)</b>				
<b>Clearance below sign - to ground (m)</b>				
<b>Façade Area (m<sup>2</sup>)</b> <i>(means the area of the portion of a building wall occupied by a business or institutional establishment and calculated only on the business frontage, measured from finished floor to finished ceiling and between the walls that separate the business premises from adjacent businesses. Where there is no finished ceiling, the façade area is measured to the underside of the lowest portion of the floor above or roof framing.)</i>				
<b>Max. projection from building face (cm)</b>				
<b>Number of street frontages</b>				
<b>Dimension of concrete base</b>				
<b>Description of anchoring materials</b>				

Existing Signage: Refer to Table 2: Total number of Allowable Signs on pg. 7 of this document (for more information refer to the Town of Creston Sign Bylaw at <https://www.creston.ca/sites/default/files/2023-08/Sign-1797.pdf>)

Description	Sign 1	Sign 2	Sign 3	Sign 4
Size of Existing Sign:				
Type of Existing Sign:				

## Supporting Documents

- Third Party Sign Owner Authorization     Drawings     Photos  
 Waiver of Liability     Proof of Insurance (required when signor sign base encroaching on municipal lands)     Highway Permit (if required)

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 Community Services or their 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.*

## Terms & Conditions\*

For complete requirements, Refer to Sign Bylaw No. 1797 in full at <https://www.creston.ca/sites/default/files/2023-08/Sign-1797.pdf>

Any violations of the above noted terms and conditions will result in permit revocation

## Acknowledgement and Signature(s)

*I certify that I am 18 years of age or older, and that all information submitted in this application is correct and complete. I have read this application form in its entirety and I agree to abide by any and all posted Park regulations, the terms and conditions noted above, and all applicable Provincial and Municipal legislation, regulation, and bylaws. I acknowledge that failure to comply with the above could lead to my removal of signage, and possible monetary fines.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner (Property)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Permit Fee

Permit fees are as found in *Schedule 7C of Fees and Charges Bylaw No. 1763, 2011*, as amended from time to time.

## Office Use Only

Received on: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Decision:     Approved     Denied

By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Third Party Sign Owner Authorization     Valid Town of Creston business license     Original Form Filed  
 Waiver Signed     Proof of Insurance (if required)     Highway Permit (if required)

**Waiver of Liability**

Applicant or  
Authorized Signing  
Authority Name:

\_\_\_\_\_

*Last*

*First*

*Middle Initial*

Applicant or  
Authorized Signing  
Authority Mailing  
Address:

\_\_\_\_\_

*Street Address*

*Apartment/Unit #*

*City*

*Province*

*Postal Code*

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.

The Applicant does hereby agree to use the location only for the purposes of the said use or event and strictly in accordance with any and all regulations, municipal, provincial or federal, applicable to holding the said use or event in the above referenced location.

DATED at the Town of Creston this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

The Applicant, by its proper officers authorized to sign  
on its behalf:

\_\_\_\_\_  
Authorized Signatory

(C/S)

\_\_\_\_\_  
Authorized Signatory

# Sign Permit Owner Authorization Of Application

**Owner Authorization of Application**

Property Owner Name: \_\_\_\_\_  
*Last First Middle Initial*

Property Owner Mailing Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City Province Postal Code*

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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 (includes allowance for changeable copy)	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**

	Maximum # Temporary Signs Allowed	Maximum # / Type of Permanent Signs Allowed	Additional Allowances
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