



# SIGN PERMIT APPLICATION FORM

## TOWN OF CLAREVILLE

99 Pleasant Street, Clareville NL A5A 1V9

Phone: (709) 466-7937 Fax: (709) 466-2276 Email: publicworks@clareville.net

### CONTACT INFORMATION

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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street Address*

*Unit #*

*City*

*Province*

*Postal Code*

### SIGN INFORMATION

Application Type:  TEMPORARY SIGN  PERMANENT SIGN  PERMIT RENEWAL

Proposed Location(s): \_\_\_\_\_  
*Street Address*

Is the advertisement on the site of your business?  YES  NO

Property Owner's Name: \_\_\_\_\_

Location of Sign(s):  GROUND  BUILDING  FENCE  ROOF  OTHER \_\_\_\_\_

Dimensions of Sign(s): \_\_\_\_\_ Number of Sign(s): \_\_\_\_\_

Proposed Duration: \_\_\_\_\_  
*From Date* *To Date*

*Please sketch a drawing of the proposed location of the sign including distances to any roads and/or intersections:*

Please insert a picture of the sign or a description in writing of any words and/or pictures on the sign:

The following must accompany this application:

1) **Required Approvals:**

Written letter of permission from Property Owner (if other than applicant)

Government Services approval for signs falling within designated control lines of highway (if applicable)

2) **Payment of Applicable Fees:**

\$25.00 Temporary Sign (45 day period)

\$50.00 Permanent Sign

\$10.00 Permit Renewal

**APPLICANT SIGNATURE OF AGREEMENT**

I hereby acknowledge that it is the responsibility of the owner of the Temporary Sign to have it removed or permit renewed by the expiry date and if not removed by the expiry date, it may be removed by the Town.

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

**OFFICE USE ONLY**

Permission from Property Owner/GSC required?  YES  NO

Permission received from Property Owner/GSC?  YES  NO

Total number of signs on property (excluding façade): \_\_\_\_\_

Maximum number of allowable signs exceeded?  YES  NO

Do the sign(s) comply with the Town Regulations?  YES  NO

PERMIT FEE
\$

CUSTOMER CODE
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\_\_\_\_\_ *Public Works Approval*

PERMIT ISSUED  PERMIT PAID  PERMIT PICKED-UP  ADDED TO LIST OF SIGNS

COPY OF PERMIT GIVEN TO ENFORCEMENT

TEMPORARY SIGN(S):  EXPIRY REMINDER SET  CHECKED BY ENFORCMENT

SIGN REMOVED: \_\_\_\_\_  APPLICANT CONTACTED FOR RENEWAL