



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.ca

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

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

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

_____ *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