BAY ROBERTS
CARVED BY THE SEA

321 Water Street, PO Box 114
709.786.2126
info@bayroberts.com
www.bayroberts.com

PERMIT APPLICATION – **SIGNAGE**

It is recommended that prior to submitting an application, discuss your application with appropriate Town staff.

Office Use Only			
Date Received:	Staff Initials:	Application #	Attached Checklist Completed: ☐ Yes ☐ No

1 – Property Information		
Civic #:	Street Name:	Property Owner(s):
Are there any easements on the property? (E.g., drainage, power lines): ☐ Yes ☐ No	☐ Municipal Road ☐ Provincial Road *(Sign on provincially maintained requires both municipal & provincial approval)*	

2 – Applicant Information				
Applicant Name:		Mailing Address:		
Home Phone:	Work Phone:	Cell Phone:	Fax:	Email:

3 – Project Information					
Contractor Information:					
Signage Type (*select all that apply*):					
☐	Banner	☐	Marquee	☐	Sidewalk
☐	Billboard	☐	Menu	☐	Projecting
☐	Canopy	☐	On-Site Traffic Directional	☐	Roof
☐	Ground/Pylon	☐	Off-Site Directional	☐	Wall
☐	Inflatable	☐	Portable (Bold)	☐	Other
Use Description (*e.g., advertising, political, informational, etc.*):					
Business or Organization Name/Information on Sign:					
Sign Details	Length:		Height:		Width:
Illuminated: ☐ Yes ☐ No	Electrical Contractor Name:				
Reflective: ☐ Yes ☐ No	Additional Information:				
Billboard signs, ground signs or pylon signs greater than 3 metres in height, portable signs (at Council's discretion), and roof signs require signed and sealed approval by a Professional Engineer of the Association of Professional Engineers and Geoscientists of Newfoundland and Labrador (APEGIN) (see regulation No. 12 of the Town's Signage Regulations available on the Town's website – www.bayroberts.com)					

This application must be accompanied with the following:

☐ Applicable Drawings ☐ Written permission from property owner

☐ A description of the property with a sketch indicating the proposed location of the sign, distance in M from survey boundaries

**Any cost(s) incurred by the Town will be billed back to the applicant/property owner (e.g., Discretionary Use or Variance advertisement)*

I hereby submit this application and confirm that the information supplied is to the best of my knowledge correct. I agree to comply with all Municipal Regulations and agree to develop in accordance with the plans approved by the municipality, and not to commence development without applicable written approval and permits from the Town of Bay Roberts. Any approval from the Town shall not relieve the applicant from complying with any further regulations of the Town or other regulatory agency.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Information provided may be shared with other municipal departments for the purpose of operations & providing services.