



Application for Sign Permit

Subject Property		Date	File Number		
Registered Property Owner		Home Phone			
Contact Person		Work Phone			
Mailing Address		Cell			
City and Postal Code		Email			
Applicant or Authorized Agent <i>(please print)</i>		Home Phone			
Company Name		Work Phone			
Mailing Address		Cell			
City and Postal Code		Email			
Business Name					
Type of Business					
#	Type	Dimensions and Area	#	Type	Dimensions and Area
	Directional			Projecting or Suspended	
	Façade			Sandwich Board	
	Freestanding Sign			Other (please specify)	
	Home Occupation				
Attachments					
The application form must be supported by the following documents. All plans should be 8.5" x 11" and show all dimensions. Please go through the list with Planning staff if you require explanation.					
Req	Incl				
		Payment: \$100 plus \$50 per sign and \$50 for a sandwich board sign—please note the City of Langford takes cash, cheque, or debit, but not credit cards			
		Letter of authorization from property owner— can be emailed directly to planning@cityoflangford.ca			
		One (1) copy of a site plan showing the location of any proposed freestanding, directional, and sandwichboard signs AND all existing buildings, structures, streets, lanes, driveways, and parking and loading areas, and watercourses within 30 m of the subject property. Please note: A site plan is not necessarily required for signage affixed to existing buildings, but may be requested if the exact location of that signage cannot be clearly indicated by elevational drawings or photographic imagery			
		A schedule detailing the gross floor space of the business for which the sign is required; and EITHER			
		One (1) copy of architectural plans for any proposed signage, including full elevations and details on materials, finish, and colour; OR			
		One (1) copy of colour photographic prints which clearly indicates the location and relative size of signage in relation to the building on which it is to be placed on or near, and only in conjunction with a dimensioned drawing of all proposed signage— can be emailed directly to planning@cityoflangford.ca			
Owner Authorization					
I/We hereby declare that the information contained herein is, to the best of my/our knowledge, factual and correct:					

Owner/Agent (please print)					

Signature			Date		
Please note that Sign Permits, once issued, will be emailed to the applicant—originals will only be mailed if specifically requested.					
The information on this form is collected under the authority of the <i>Local Government Act</i> . The information provided will be used to process your application. If you have any questions about the collection and use of this information, please contact the City of Langford Planning Department, Second Floor, 877 Goldstream Avenue, Victoria, BC, V9B 2X8, phone 250.478.7882 or email planning@cityoflangford.ca .					