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For Office Use Only

File: _____
 Permit: _____
 PID#: _____
 Zone: _____
 Fee: _____

Received: _____

Signage Application

1. Project Description

Property Address: _____

Location on Property _____ **Estimated Value:** _____

Type of Signage: Fascia Free standing Canopy Special Events Sandwich Board
 Projecting Window Electronic Other _____

Type of Illumination: Internal External None Other _____

Material: Vinyl Wood Plastic Metal Other _____

Dimensions: Height: _____ Width: _____ Length: _____

Description: _____

2. Contact Information

Applicant Name: _____ Phone: _____
 Address _____ Cell: _____
 Email: _____

Owner Name: _____ Phone: _____
 Address _____ Cell: _____
 Email: _____

Manufacturer Name: _____ Phone: _____
 Address _____ Cell: _____
 Email: _____

3. Requirements

1. A sign permit application shall contain the following information before a sign permit may be issued:
 - a. A completed sign permit application and a paid application fee.
 - b. Written authorization from, and the contact information of the property owner.
 - c. Scaled drawings illustrating the type, dimensions, sign area, colour, finishing material, and supporting structures of all proposed signs and/or sign modifications that are prepared by a qualified professional.
 - d. Applications for signs that are attached to a wall, shall include elevation drawings of the building wall illustrating the height and length of the wall, placement of windows, location of the proposed sign, and the clearance distance from the ground.
 - e. Applications for free standing signs shall include elevation drawings illustrating the sign's design and the clearance between the ground and the sign.
 - f. Applications for free standing signs, sandwich board signs, and banners attached to the ground shall include a site plan of the subject property.
 - g. Applications for temporary signs shall include the dates during which the sign will be erected.
 - h. Applications for electronic signs shall include a signed letter from the sign manufacturer stating that the sign is equipped to comply with the general provisions listed in Section 5.14.4.
2. Please refer to Section 5: Sign Regulations of the Zoning & Development Bylaw for further information .
3. An issued sign permit shall be valid for one year. If the approved Sign is not erected within one year, the permit shall become

4. Permit Fees

The following fees for signage permits shall apply:

- \$8.00 per \$1,000 of estimated value (minimum fee of \$50.00).
- \$300.00 for Encroachment Agreements (required for some projecting signs).
- \$50.00 for permit renewals.

1. All permit fees shall be collected in full upon submission of application.
2. All fees shall be subject to reassessment pending internal review.

5. Declaration

1. That I am the Authorized Agent of the Owner/the Owner named in the Application for a permit hereto attached.
2. That the statements contained in this Application are true and complete, and are made with full knowledge of the circumstances connected with this Application.
3. That the plans and specifications submitted with this Application are prepared for the construction or alteration for the building or buildings described, and the building or development will be constructed or carried out in accordance with the plans and specifications as submitted.
4. That to the best of my knowledge, information and belief, the plot plans submitted correctly set out the dimensions and the area of the lands described in the Application, and the relation of the location of the proposed building to the street and property line.
5. That I know of no reason why the permit should not be granted in pursuance of the Application, and I make this declaration conscientiously believing it to be true.
6. Provided that the City, its officers, agents and/or employees are acting in good faith in the administration of the City's Bylaws, I waive all rights or action against the City of Charlottetown and/or its officers, agents, or employees in respect of any damages which may be caused through the operation of any provision(s) in any of the Bylaws or for the refusal of a permit or for any cause or irregularity or nonconformity with the Bylaws or regulations adopted by the City of Charlottetown.
7. I assume responsibility for damage to any City property including: sidewalks, curbs, gutters, etc. and I irrevocably agree to bear the cost of remediation repair or replacement of any City property damaged by myself or by any contractors, agents or employees working on the property which is the subject of this Application to the complete satisfaction of the City of Charlottetown.
8. I acknowledge that I am aware of any relevant incentive programs offered by the City and that Applications for such programs are to accompany a Building Permit Application.
9. The City of Charlottetown reserves the right to determine the applicable estimated construction cost of all types of building or development. See Section 6 below.
10. I agree to comply with all laws of Canada, Province of Prince Edward Island, pertaining to the construction/and use of the development applied for herein.
11. Further, I realize that the payment of monies for this application does not constitute approval of a permit nor approval to commence any part of the work applied for.

Signature: _____

Date: _____

Please indicate how you would like to receive the approved permit:

Post

E-Mail

Pick-up at Planning & Heritage Department (233 Queen Street)