

SCHEDULE “A” continued... STEPS to obtain a SIGN PERMIT:

1. Determine code for proposed sign (example: D-3 = Canopy & Awnings in a Commercial Use, Industrial Use, and Institutional Use);
2. Use relevant policies and specifications to assess the design of the sign with regards to:
 - Policies:*
 - i. Sign Allowance Calculation, see [Schedule “A”](#)
 - ii. Sign Construction & Maintenance
 1. Safety
 2. Anchorage
 3. Material & Illumination
 - iii. Sign Permit Expiry
 - iv. Requirement for an Encroachment Agreement
 - Guidelines:*
 - i. Examples of good sign designs
 - ii. Stock images of materials & illumination
 - iii. Appropriate placement and location of signs
 - iv. Development Permit Area objectives and guidelines
3. Determine appropriate Fee, using [Schedule “B”](#).
4. **Submit Sign Permit Application, Fee, and any additional requirements to the District of Ucluelet.**
5. Once Sign is approved and constructed, the District requests that a digital photograph of the sign is submitted for database purposes.

SCHEDULE "A" Permitted Signs & Dimensions Per Designated Land- use District of Ucluelet Bylaw 1060, 2007		A	B	C	D	E	F	G		H	I	J	K	
		PERMANENT	Free standing sign	Fascia sign	Fence sign	Canopy/Awning	Projecting sign	Third Party Signs	Sandwich board sign	Total # of signs permitted	TEMPORARY	Real Estate Signs	Flags & Banners	Construction / Project Signs
	Designated Use													
1	Residential (R1-4, MH, VR-1 & relevant CD Zones)	Max. Area = .65 m² Height = 1.5 m	Max. Area = 1 m² Height clearance = 2.3m						1		No greater than 1.5 m²/per face Height = 1.5 m	No more than 30 days	Max. 2 signs per Plan of Subdivision & Max. 1 sign per commercial/industrial/multi-family site	1 per premise
2	Guest House Use and Hostel Use	Max. Area = 1.1 m² Height = 1.75 m	Max. Area = 2.3 m²	Max. Area = .65 m²	Max. Area = 2.3 m² Height Clearance = 2.3m				2		Height = 1.5 m	Height clearance = 6.2 m above ROW	Max. Area = 2.5m²	Max. Area = 2.5 m² Max. Height = 1.75m
3	Commercial Use; Industrial Use; Institutional Use	Max. Area = 3 m² Height = 3.5 m	Height clearance = 2.3m		Height Clearance = 2.3m	Max. Area = 1 m² Height clearance = 2.3m	Max Area = 1.2m² Height = 2m	.6 m by 1.0 m	2		No greater than 3 m²/per face Height = 1.5 m		Max. Height = 1.75m	No more than 30 days
	Sign Bylaw Section	3.17	3.21	3.22	3.20	3.19	3.3	3.15			3.11	3.9	3.8	3.10
	See Also	3.14/5.2	5.2	5.2	5.2/5.9	5.2	3.17	5.2			2.5/5.2	5.2	5.2	5.2
	Mandatory Encroachment Agreement?	No	No	No	Yes	Yes/No	No	No			No	Yes	No	No

SCHEDULE "B" Sign Permit Application

**** Supply Two Scaled Drawings of the Sign with this Application ****

PERMANENT SIGN TEMPORARY SIGN

1. Registered Owner(s): _____
2. Legal Description: _____
3. Civic Address: _____
4. Sign Permit Applicant(s): _____
5. Mailing Address of Owner(s): _____
 ▪ Phone: _____
6. Mailing Address of Applicant: _____
 ▪ Phone: _____
7. Zoning of Subject Property: _____
8. Building Width: _____ Property Frontage: _____
9. Existing Signs: Yes No Details: _____
10. Type of Work: New Addition Alteration Move
11. Type of Sign (refer to Schedule "A" for Code): _____
12. Sign Dimensions: Height _____ Width _____ Depth _____
 Sign Area (m²): _____ Height of Sign from Finished Grade: _____
13. Sign Design: Material _____ Colour _____ Illumination: _____
14. Value of Sign and Installation (\$): _____
15. Encroachment Agreement Required: Yes No

16. **NOTICE:**

I, the undersigned, being the owner/agent for the owner of the property described, apply for a permit to do work detailed in this application. In consideration for this permit, I agree for myself and my assigns to indemnify and keep harmless the District of Ucluelet and its officers against and from all claims, liabilities, judgments, costs and expenses, which may accrue from granting this permit, or which may be brought or made against the District of Ucluelet, or its officers, in respect of any matter arising out of works contemplated therein. This permit and/or the approval of plans or specifications supporting the application does not:

- a) I understand, agree, and will abide with the District of Ucluelet Sign Bylaw.

Signature of Owner or Authorized Agent

Date

17. All contractors and subcontractors require a valid business license to operate and display signage within the boundaries of the District of Ucluelet.

Type of Sign	Fee
Permanent Sign up to 3m ²	\$75.00
Permanent Sign over 3m ²	\$150.00
Temporary Sign	\$30.00
Sign Variance Application	\$50.00

OFFICE USE ONLY	
Sign Permit Fee: _____	Receipt No: _____
Approved By: _____	Date Approved: _____
Installation Inspected: _____	Bylaw Officer Inspection: _____