



**APPLICANT INFORMATION**

Full Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROPOSED TEMPORARY SIGNS**

Please list the locations of the temporary signs below. Please attach a separate sheet if additional space is required.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

Please indicate the sign(s) Height (m): \_\_\_\_\_

Please indicate the sign(s) Area (m<sup>2</sup>): \_\_\_\_\_

Please indicate how the sign(s) will be supported or affixed to the ground: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe the community cause, event, or fund-raising campaign advertised on the temporary signs: \_\_\_\_\_

\_\_\_\_\_

Sign Installation Date: \_\_\_\_\_

Sign Removal Date: \_\_\_\_\_

## TEMPORARY SIGN CONDITIONS

1. Community cause, event or fund-raising campaign may be located on Public or Private property in any zone.
2. Signs must not obstruct traffic signs or street direction signs or block the vision at any intersection.
3. Signs must not obstruct access to or view of municipal gardens, points of interest and non-traffic related signage.
4. Signs must not be attached to a lamp standard, telephone pole, power pole, municipal sign, or a municipal structure.
5. Read the attached FAQ section for further conditions.

## APPLICATION ACKNOWLEDGMENT

Personal Information provided on this form is collected under the authority of Section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act.

A \$50.00 bond is required to guarantee compliance with the sign location, design, and duration conditions outlined above as well as in the FAQ section. The deposit shall automatically be forfeited all the Temporary Sign are not removed by the end of the permitted period.

I have read and understood the FAQ and conditions which apply to temporary signs and agree to abide by these conditions. I also agree to notify the District of Kitimat once the Sign(s) has/have been removed.

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Applicant or Authorized Representative

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Signature

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Date

**FOR DISTRICT OF KITIMAT OFFICE USE ONLY**

1. Temporary Sign Permit No. \_\_\_\_\_
2. Application Approved: Yes  No
3. Authorizing Signature: \_\_\_\_\_ Authorizing Title: \_\_\_\_\_
4. Authorization Date: \_\_\_\_\_
5. Deposit of \$50 Collected: Yes  Date Collected: \_\_\_\_\_  
**\*Attach Receipt (Please ensure payee`s name & purpose of payment are noted on the receipt)\***
6. Original to Front Desk: Yes
7. Photocopy to Applicant: Yes  No
8. Photocopy to Building Clerk: Yes  No
9. Photocopy to Municipal Bylaw Officer: Yes  No
10. Inspection Requested Date: \_\_\_\_\_ Municipal Bylaw Officer initial: \_\_\_\_\_
11. Inspection Result: Refund Deposit  Retain Deposit
12. Applicant has been refunded \$50 deposit: Yes  No   
(GL Account 1.4350.00.490) **\*Attach Receipt (Please ensure payee`s name & purpose of payment are noted on the receipt)\***
13. Refund Date: \_\_\_\_\_ Receptionist Signature: \_\_\_\_\_

# F.A.Q.- Temporary Signs on Public Property Application

## 1. Is a permit required for a Temporary Sign?

Yes. The application is available on the District of Kitimat [website](#)<sup>1</sup> or can be collected from the District of Kitimat's reception - 270 City Centre, Kitimat, BC, V8C 2H7 during regular business hours.

## 2. How long will an application take to be approved?

Your application will be processed as quickly as possible. Please allow 7-10 business days to process an application.

## 3. When can I put a Temporary Sign(s) up in the District of Kitimat?

It depends. However, it is allowed to be put up for a maximum of thirty (30) days.

## 4. When do the Temporary Sign(s) need to be removed?

On the day mentioned in the submitted application form. Please note, a maximum of thirty (30) days are allowed for any Temporary Sign.

## 5. Where can I put the Temporary Signs in the District of Kitimat?

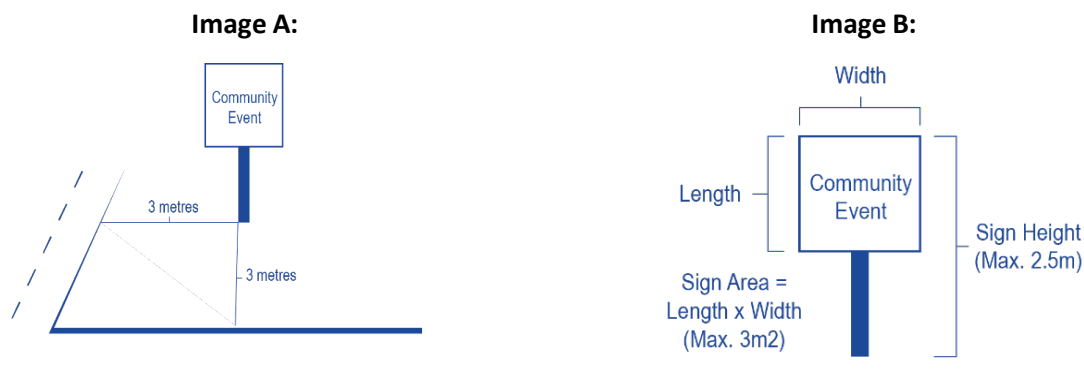
Temporary Signs can be put up in the public property within the District of Kitimat boundary, however, it needs to be:

- Twenty-five (25) meters away from any road intersection and there shall be no obstruction to the line of vision from the ground to 3 meters above the established grade of streets in the perimeter of the buffer areas around the road intersections. Please refer to **Image A** below for the buffer areas around the thirty-two (32) major junctions in the District of Kitimat as example;
- One-half (1.5) meters away from the travelled portion of any street or lane;
- At least Two-half (2.5) meters above any municipal sidewalk, or other public space;

## 6. Can I put a Temporary Sign on a private property?

Yes, Temporary Signs may be placed on private property with the permission of the property owner and must meet all the required conditions.

## 7. What is the maximum area for a Temporary Sign that is allowed? See **Image B**, as shown below



<sup>1</sup> [Applications Licences and Permits - District of Kitimat](#)