



210 2<sup>nd</sup> Avenue East, Nipawin, Saskatchewan S0E 1E0

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In accordance with The Town of Nipawin Zoning Bylaw 763/2000, the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise, and should be prepared to professional drafting standards. Not all Sign Permit applications require the information below. Please contact the Department of Economic Development, Business and planning if you would like more detail or clarification of what is required for your application.

### **Required Items**

- A completed Sign Permit Application Form containing a complete legal description and civic address of the subject property, as well as contact information for both the applicant and owner (names, e-mailing address, e-mail address, telephone and fax numbers)
- Payment of an application fee of \$25.00
- Signed letter authorizing applicant/agent to act on behalf of property owner
- Site Plan, showing:
  - North arrow, date and scale
  - Dimensions of the site including area of the parcel (s)
  - Adjacent streets and laneways
  - Location of the sign(s) in relation to property lines and/or existing buildings
  - The overall dimensions of the sign(s)
  - The size of the letter(s) to be displayed on the sign(s)
  - The amount of projection of the sign(s) from the face(s) of building(s)
  - Height of the sign(s) above the public street or sidewalk or the height above the average ground level at the face(s) of the buildings(s)
  - Manner of illuminating the sign(s) and any form of animated or intermittent lights that may be embodied in the construction
  - Least distance that the sign(s) will be erected from an intersection of one street with another; also the least distance from any device for the control of traffic at such an intersection.

### **Note:**

Applicants are to submit two (2) copies of the required drawings, along with a completed application form and payment of application fees. Digital versions (PDF version preferred) may be accepted, in lieu of hard copies, to the satisfaction of the Development Officer.