



**CITY OF MARTENSVILLE**  
**SIGN PERMIT APPLICATION**  
 This is NOT the approval for your Sign Permit

Permit # \_\_\_\_\_

I hereby make application for construction/location of a sign according to the information below and to the plans and documents attached to this application.

|                            |  |                                    |              |
|----------------------------|--|------------------------------------|--------------|
| <b>PROJECT INFORMATION</b> | <b>Civic Address of Development (Including Unit #)</b> | <b>Legal Description</b>           |              |
|                            |  | <b>Lot</b>                         | <b>Block</b> |
|                            |  | <b>Plan</b>                        |              |
|                            |  | <b>Value of Construction:</b>      |              |
|                            | <b>Zoning District:</b>                                | <b>Estimated Development Date:</b> |              |

|                  |                                      |
|------------------|--------------------------------------|
| <b>Applicant</b> | <b>Business Name:</b>                |
|                  | <b>Primary Use of Land/Building:</b> |
|                  | <b>Applicant Name:</b>               |
|                  | <b>Mailing Address:</b>              |

|                       |                     |                    |
|-----------------------|---------------------|--------------------|
| <b>Phone Number:</b>  | <b>Cell Number:</b> | <b>Fax Number:</b> |
| <b>Email Address:</b> |                     |                    |

**I hereby apply for the following type of Sign:** (See over for definitions)

|                         |  |   |  |                                     |
|-------------------------|--|---|--|-------------------------------------|
| <b>Sign Information</b> | <b>Check One:</b>                            | <b>Check One:</b>                           | <b>Check all that apply</b>                    | <b>Please answer the following:</b> |
|                         | <input type="checkbox"/> New                 | <input type="checkbox"/> awning             | <input type="checkbox"/> single faced          | Sign Face area per side:            |
|                         | <input type="checkbox"/> Replace             | <input type="checkbox"/> fascia             | <input type="checkbox"/> double faced          | Sign Face Total Area:               |
|                         | <input type="checkbox"/> Renovate            | <input type="checkbox"/> canopy             | <input type="checkbox"/> multiple faced        |                                     |
|                         | <input type="checkbox"/> Relocate            | <input type="checkbox"/> free standing      | <input type="checkbox"/> electrified           |                                     |
|                         |  | <input type="checkbox"/> marquee            | <input type="checkbox"/> non-electrified       | Height:                             |
|                         |  | <input type="checkbox"/> portable           | <input type="checkbox"/> indirect illumination | Length:                             |
|                         |  | <input type="checkbox"/> projecting         | <input type="checkbox"/> direct illumination   | Weight:                             |
|                         |  | <input type="checkbox"/> roof               | <input type="checkbox"/> internal illumination |                                     |
|                         |  | <input type="checkbox"/> temporary          | <input type="checkbox"/> flashing              |                                     |
|                         | <input type="checkbox"/> offsite/third party | <input type="checkbox"/> electronic message |  |                                     |
|                         |  | <input type="checkbox"/> rotating           |  |                                     |

|                      |                   |
|----------------------|-------------------|
| <b>Sign Message:</b> | <b>OFFICE USE</b> |
|----------------------|-------------------|

|  |   |
|--|---|
| <b>APPLICATION WILL NOT BE PROCESSED<br/>IF SITE PLAN IS NOT ATTACHED</b>              | <b>Fee for Sign Permit:</b>   |
| Site plan attached <input type="checkbox"/> Yes  | <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary |
| Construction plans attached <input type="checkbox"/> Yes <input type="checkbox"/> n/a  |   |
| Engineered drawings attached <input type="checkbox"/> Yes <input type="checkbox"/> n/a |   |

I hereby agree to comply with the Building, Business, & Zoning Bylaw of the City of Martensville and acknowledge that it is my responsibility to ensure compliance with these and any other applicable bylaws, provincial acts & regulations regardless of any plan review or inspections that may or may not be carried out by the City of Martensville or its authorized representative. I agree to conduct my Store Front Business in accordance & compliance with the information & plans provided by me in this application, & will obtain all other work permits required in conjunction with my developments. I hereby declare that the above information is true and correct.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Definitions for Signage

**Sign** - Shall mean any device, letters, figures, symbols, emblems, or pictures which are affixed to, or represented directly or indirectly upon a building or structure, which identify or advertise any object, product, place, activity, person, organization or business; and which is visible on a street or public thoroughfare.

**Sign Face Area** - Shall mean the area of the single face of any sign and is calculated by multiplying "a" X "b" as seen in Figure 2-2.

**Total Sign Face Area** - Shall mean the total amount of sign face area on a sign including all sides.

**Awning Sign** - Shall mean a sign made from canvas, plastic or similar non-rigid material affixed to a frame and attached to a building.

**Canopy Sign** - Shall mean a sign consisting of a rigid, multi-sided structure supported by columns or posts embedded in the ground (refer to Figure 2-4(b)).

**Directional / Information Sign** - Shall mean a sign giving directions, instructions or facility information but not including any advertising copy.

**Fascia Sign** - Shall mean a sign fastened to or painted on the wall of a building or structure in such a manner that the wall becomes the supporting structure for, or forms the background surface of the sign, and which does not project more than 0.25 metres from such building or structure.

**Free-Standing Sign** - Shall mean a non-movable sign, not affixed to a building, and which is supported by a pole or similar structure.

**Marquee Sign** - Shall mean a sign that is mounted or painted on, or attached to an awning, canopy or marquee.

**Sign, Portable** - Shall mean a portable, free-standing sign, mounted on a wide based frame, with a single sign face area no greater than 6.0 m<sup>2</sup>, which can be readily moved or transported to various locations (refer to Figure 2-4(c)).

**Projecting Sign** - Shall mean a sign which is wholly or partially dependent upon a building for support and which projects more than 0.25 metres beyond the wall of the building (refer to Figure 2-4(d)).

**Roof Sign** - Shall mean a sign that is mounted on the roof of a building, or which is wholly dependent upon a building for support and which projects above the point of a building with a flat roof, the eave line of a building with a gambrel, gable or hip roof or the deck line of a building with a mansard roof.

**Temporary Sign** - Shall mean a removable sign erected for a period of time not exceeding six months.

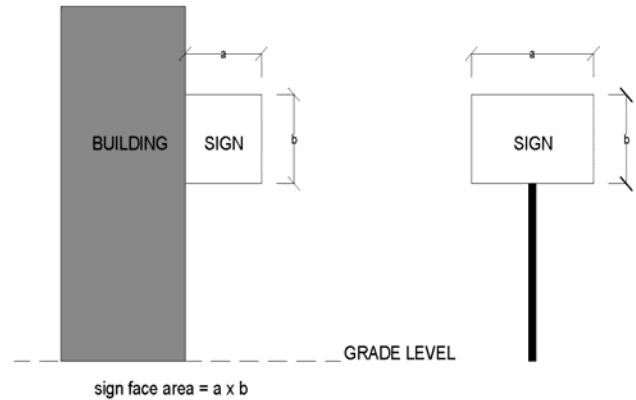


FIGURE 2-2: Calculation of Sign Face Area

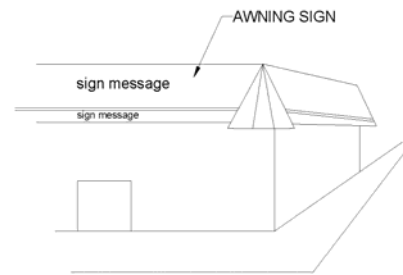


FIGURE 2-4(a): Illustration of Awning Sign

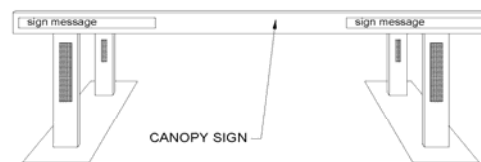


FIGURE 2-4(b): Illustration of a Canopy Sign

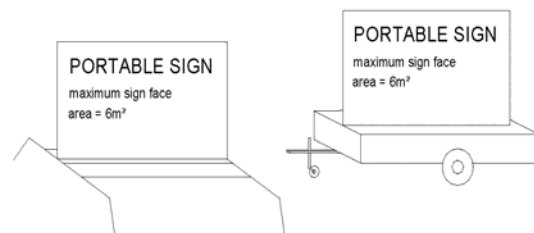


FIGURE 2-4(c): Illustration of Portable Signs