

**Town of Happy Valley-Goose Bay**

212 Hamilton River Road

P.O. Box 40 Station B, HV-GB AOP 1E0

Phone: (709) 896-3321

muntech@townhvgb.com

**SIGNAGE PERMIT APPLICATION**

Refer to Development Regulations: 7.4 Signage

Revised: November 2023

OFFICE ONLY:

**PERMIT #:** SGN-

Approved: \_\_\_\_\_

Date Received: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Section 1: Applicant and Property location	
Applicant	Property street address
Email:	Property ID:
Mailing address:	Phone #(s):
Contact Preference	OWNER (need proof of ownership)
Section 2: Project Information	
<b>SIGNAGE TYPE/DESCRIPTION:</b>	
1. State if the sign is to be: Single sided <input type="checkbox"/> Double sided <input type="checkbox"/> Illuminated <input type="checkbox"/> Include flashing or changing lights or panels <input type="checkbox"/> Permanent/ Fixed <input type="checkbox"/> Temporary / Portable <input type="checkbox"/> Other: _____	
2. Please provide a neat sketch of sign showing size, working colours and design including dimensions.	
3. Sign Dimensions:	
<b>PLOT PLAN:</b> Provide a neat a legible plan showing location of proposed sign on a survey or real property report of property, including setback dimensions-attach to this application.	
Is the sign for: Onsite advertising <input type="checkbox"/> Off-site advertising <input type="checkbox"/> Is the sign a Mobile sign? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Architect, Engineer or Designer retained to design or supervise sign installation:</b>	
<b>Contractor:</b>	
Section 3: Assessment and referrals	
<b>ZONE:</b>	
Home business: Yes <input type="checkbox"/> No <input type="checkbox"/>	Notices required:
<b>REFERRALS TO OTHER AGENCIES</b> – including Service NL:	

**DECLARATION**

I, \_\_\_\_\_ of \_\_\_\_\_ in the Province of Newfoundland & Labrador, do solemnly declare that the plans, specification and statements herein contained in the said application are true and conform to the best of my belief to the requirements of the Regulations of the Town of Happy Valley-Goose Bay with full knowledge of the circumstances connected with same, and that the above Regulations will be complied with in the development whether specified herein or not. I make this solemn declaration, conscientiously believing it to be true and knowing that is of the force and effect as if made under oath.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner signature (if required) \_\_\_\_\_ Date: \_\_\_\_\_