



THE CORPORATION OF THE CITY OF COURTENAY
Community Event Sign Application

Please return to Public Works Services located at 1000 Piercy Avenue, or by email to publicworks@courtenay.ca

Applicant Information

Name of Event: _____
Contact Name: _____
Phone No: _____ Cell No: _____ Fax No: _____
Email: _____

Sign Details

- Location:
- Must be a minimum of 30 meters from the nearest intersection
 - Must be a minimum 2.0 meters from the edge of road

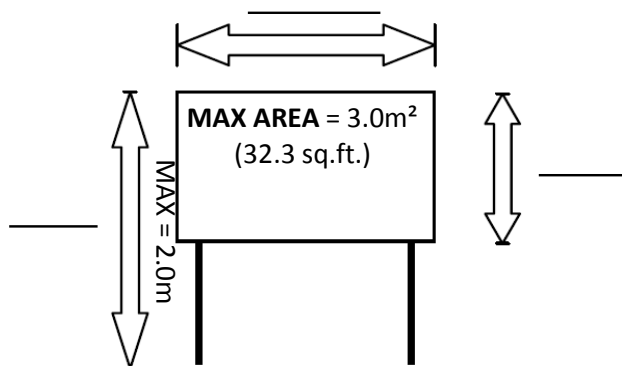
Applicant must provide a map showing the proposed location of the sign.

Requested Installation Date

Requested Removal Date

**Sign may be installed for a maximum of 30 days*

Sign Dimensions:



Must show dimensions, and indicate unit of measurement

What text will appear on the sign?

**If your sign includes an image, please provide a copy of the image with the application*

Applicant's Signature

Date (YYYY/MM/DD)



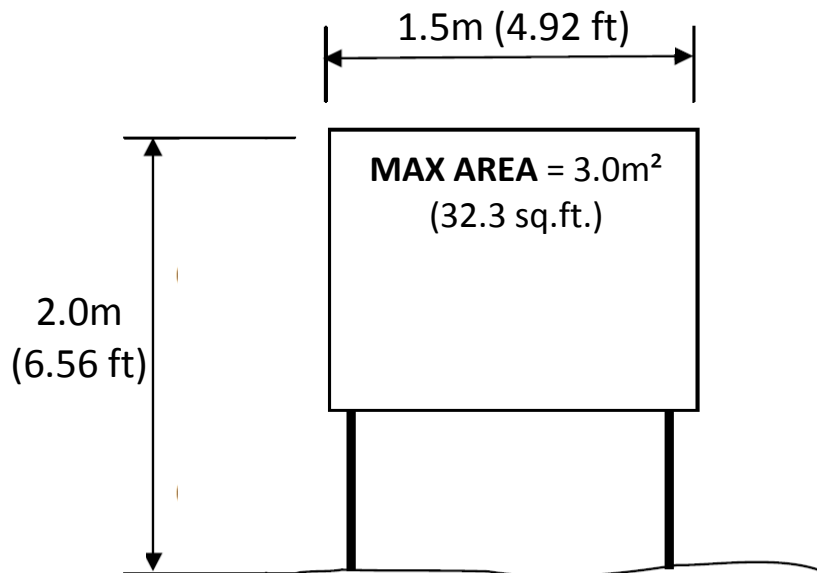
INSTALLATION GUIDELINES FOR COMMUNITY EVENT SIGNS LOCATED ON PUBLIC PROPERTY

Definition: Community Event Sign means a sign advertising a community event which is carried on by a not-for-profit organization for the betterment of the community.

General: The temporary signage permitted at the approved location must be freestanding with no more than one sign face and fabricated using a weatherproof material, supported by two legs inserted into the grass.

Size of Sign

- The overall sign dimensions must be no greater than 3.0 square meters in area and no greater than 1.5 meters in width.
- When installed, the top of the temporary signage must be no greater than 2.0 meters (6.56 ft.) above grade.



Mounting and Installation of Sign

- Signage must be fabricated using coroplast, plastic or similar lightweight material
- Signage legs may be inserted no more than 30 centimetres into the grass

Duration of Sign Installation

- Signage may be installed for a maximum of 30 days
- Signage must be removed no later than 7 days after the event is held

I, _____ hereby acknowledge that I have read, understand, and agree to the requirements
Applicant Name - Please Print as outlined above.

Applicant Signature

Date (YYYY/MM/DD)