



Temporary Event Signage Permit Application and Declaration

Temporary event signage for drives or events of a civic, philanthropic, educational or religious nature.

Name of Applicant: _____

Name of Organization: _____

Address of Organization: _____

Phone No.: _____ Email: _____

Date(s) of Event: _____

Installation Date*: _____ Removal Date*: _____

Location of Sign(s): _____

As per the City of Nanaimo Sign Bylaw, the sign must not exceed 0.6m² (6.5ft²) in area.

If located on or adjacent to any City road, signage must not cause movement, visibility impediment or distraction to pedestrians, cyclists, or drivers. As such, the following considerations should be met:

- **Sign(s) to be installed behind the sidewalk.**
- **Where a sidewalk doesn't exist, sign(s) must be more than 3m from the edge of the pavement.**
- **Where a boulevard exists between the road and the sidewalk and is greater than 1m wide, signs may be placed within the boulevard, but not within 25m of the nearest corner of a road intersection.**
- **Sign(s) are not permitted in medians.**
- **Sign(s) must not be mounted to City infrastructure (lamp posts, directional signage etc.).**
- **Sign(s) must not be taller than 0.9m.**

Failure to abide by any of these requirements will result in the signs being removed and the applicant being billed for the associated cost of removal.

Temporary sign(s) cannot be installed more than 30 days before the event and must be removed within 7 days after the event. If the signs are not removed within this timeframe, the \$200 provided as a deposit will be forfeited.

I have read and understood the conditions of the permit.

Signature

Office Use Only	
Prospero Folder No. : _____	Application Date: _____
Approved by: _____	Date: _____