

DOWNTOWN SIGNAGE INCENTIVE PROGRAM

Application Checklist

- Reviewed design guidelines
- Completed application form and required documents attached
- Completed Sign Permit application
- Contract quotes for sign and sign installation
- Building owner authorization

If you are applying as the tenant of a building, attach a letter of consent from the owners stating that you are allowed to make these changes to the building.

Please note: to be eligible to receive a grant, all taxes and fees due must be paid and accounts be in order, including:

- Property taxes
- Utility taxes
- Business licence fees

Questions?

Email or call the City of Campbell River's Development Services Department:

Tel: 250-286-5725

Email: planning@campbellriver.ca

DOWNTOWN SIGNAGE INCENTIVE PROGRAM

Application Form

Applicant

Last Name:

First Name:

Name of Business:

Address:

City:

Postal Code:

Phone Number:

Email:

Applicant: Property Owner

Business Owner

Property Information

Address:

Legal Description:

PID:

Owner

If you are applying as the tenant of a building please provide the following information and attach a letter of consent from the owners stating that you are allowed to make these changes to the building.

Last Name:

First Name:

Address:

City:

Postal Code:

Phone Number:

Email:

I understand that my submission of an application does not constitute a guarantee for funding under the Downtown Signage Incentive Program, and disbursement of funds is entirely at the discretion of the City. I certify that all information is true and accurate to the best of my knowledge and, if approved, work will be completed in accordance with the terms and conditions of the Performance Agreement entered into with the City of Campbell River.

Applicant Signature

Date

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Project Description

Description of Proposed Project

Attach required documents to application

- Photos of existing conditions
 - Detailed specifications and associated costs
 - Technical and to scale drawings (site plan and detailed engineering drawings)
 - Materials and colour samples
 - Brief description of the project (100 to 300 word summary)
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Cost Estimate for Eligible Improvements

Material cost:

Labour cost:

Grant requested:

Approximate start and completion date:

Required permits:

Please note that your signage improvement requires a sign permit and may require building, electrical, or other permits in order to be completed. If you have questions, please contact the City of Campbell River Development Services Department.

Building Information

Number of floors:

Total square feet:

- | | | |
|--------------|--------------------------------------|---|
| Current use: | <input type="checkbox"/> Retail | <input type="checkbox"/> Office |
| | <input type="checkbox"/> Residential | <input type="checkbox"/> Restaurant |
| | <input type="checkbox"/> Mixed Use | <input type="checkbox"/> Other Commercial |
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Note: Information collected in this application form is confidential and collected for the purpose of administrating the Downtown Signage Incentive Program and to maintain communications as considered necessary. However, please note that the name and location of the building and signage improvement designs may be released to various organizations, the media, and the public if the applicant receives a grant under the Downtown Signage Incentive Program.