

# TEMPORARY SIGN PERMIT

## APPLICATION GUIDELINES

**Temporary signage will only be considered for non-profit associations to promote events in the District of West Vancouver. Please include a copy of non-profit eligibility.**

### CONDITIONS:

1. Maximum allowable dimensions are 4x4' including supporting structure.
2. Maximum duration a sign can be displayed is 10 days.
3. Description of the event and wording on sign must be provided on the application form.
4. Advocacy or other controversial signs will not be approved.
5. Final approval of the signs remain at the discretion of the Engineering and Transportation Department.
6. The permit number must be written on the top-right corner on reverse side of sign.
7. Signs are to be removed within 24-hours of permit expiration.
8. The District reserves the right to remove and destroy any unlawful signs, as well as signs that are not installed in accordance with the guidelines provided on the permit.

**Please email this completed application to [msuarez@westvancouver.ca](mailto:msuarez@westvancouver.ca) with any documentation verifying your status as a non-profit organization. Applications take at least two weeks to process.**

## APPLICANT INFORMATION

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NAME

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ORGANIZATION

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ADDRESS

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EMAIL

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PHONE

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ALTERNATE

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FAX

## PROPOSED SIGN TEXT

# TEMPORARY SIGN PERMIT

## DISPLAY DURATION

SIGN POSTING DATE \_\_\_\_\_

SIGN REMOVAL DATE \_\_\_\_\_

## SIGN LOCATION

- 11th Street & Inglewood Avenue *southeast corner*
- 15th Street & Inglewood Avenue
- 24th Street & Kings Avenue
- 11th Street & Keith Road
- 15th Street & Rena Crescent:  
*block south of Upper Levels (watch for sight lines)*
- 24th Street & Mathers Avenue
- 12th Street & Marine Drive *north side only*
- 21st Street *block south of Upper Levels, north of Queens  
either side of the road (watch for sight lines)*
- 25th Street & Haywood Avenue *southwest corner*
- 13th Street & Bellevue Avenue  
*east side against hedge at parking lot entrance*
- 21st Street & Queens Avenue *northeast corner  
**not** in island, okay to use boulevard adjacent to  
2095 Queens (keep sign to back of boulevard)*
- 25th Street & Marine Drive *southwest corner*
- 13th Street & Duchess Avenue
- 22nd Street & Mathers Avenue *southwest corner*
- Keith Road & Taylor Way *northeast corner of Keith*
- 15th Street & Fulton Avenue *southwest corner  
(keep back from intersection)*
- 23rd Street & Marine Drive *not southeast corner*
- Headland Drive *northwest corner  
at Caulfeild & Headland near Caulfeild  
Shopping Centre entrance*

APPLICATION DATE: \_\_\_\_\_

### OFFICE USE ONLY

APPROVED  REJECTED

NOTE:

DATE: \_\_\_\_\_ DEPARTMENT SIGNATURE: \_\_\_\_\_

**Freedom of Information and Protection of Privacy Act Notice:** By submitting this application, you are voluntarily consenting to the collection of your personal information by the District of West Vancouver. This information is being collected pursuant to section 26 (c) and (e) of the *Freedom of Information and Protection of Privacy Act* and will be used solely for processing this application. If you have any questions about the collection of this personal information, please contact the Privacy Officer at [foippa@westvancouver.ca](mailto:foippa@westvancouver.ca) or 604-921-3497.