



Sandwich Board Sign Permit Application

Permits Licence and Inspection Services

Sandwich Board Sign Permit

20338 65 Ave., Langley B.C. V2Y 3J1

Phone 604-533-6018

1. Property Address: _____
Unit #: _____

2. Legal Description: _____

3. Name of Business/Tenant: _____ Phone: _____
Address: _____ Alternate Ph: _____
Business Licence No. _____ E-mail: _____
 Current Expired

4. Name of Property Owner: _____ Phone: _____
Address: _____ Alternate No: _____

Note: (Property Owner's Authorization Form is Required)

5. Name of Authorized Agent: _____ Phone: _____
Address: _____ Alternate Ph: _____
Note: (Agent's Authorization Form is Required) E-mail: _____

6. Name of Contractor: _____ Phone: _____
Address: _____ Alternate Ph: _____
Business Licence No. _____ E-mail: _____
 Current Expired

- | | |
|---|---|
| <input type="checkbox"/> Two (2) Sets of Coloured Drawings | <input type="checkbox"/> Owner's Authorization Form |
| <input type="checkbox"/> Two (2) Sets of Site Plans & Coloured Photo Showing Location of Sign | <input type="checkbox"/> Agent's Authorization Form |
| <input type="checkbox"/> Coloured Photo or Rendering of Sign | <input type="checkbox"/> Total # of Existing Signs |

Signature of Owner or Authorized Agent of the Owner

Date Signed

Print Name

Contact Phone Number



Guide for Sandwich Board Sign

Permits Licence and Inspection Services

Sandwich Board Sign on Private Property

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Phone 604-533-6018

The following guide provides a “checklist “of information necessary when a permit application is submitted for a sandwich board sign on private property.

Note: For information regarding obtaining a permit for Sandwich board signs on municipal property please contact the Township’s Engineering Department at 604.533.6006.

A Sign Permit is required for sandwich board signs on private property to regulate the size, design and location. Sandwich Board signs are permitted in Fort Langley and specified development permit areas subject to design guideline approval.

Application for a Sandwich Board Sign:

Applications for a sandwich board sign are to be made at the Permit, Licence & Inspection Services Department. The applicant must provide:

- a completed sandwich board sign application form;
- two (2) sets of colour drawings showing the sign size, content, type and size of font and details of all construction material used for sign;
- two (2) site plans showing location of sign and distance to property lines (note: applicant may be required to provide a legal survey);
- colour photo showing location of sign;
- property owner’s authorization form;
- business licence number for the business and contractor information.

Note: Sandwich Board Signs in Fort Langley are required to conform to the general building design guidelines set out in the Langley Official Community Plan Bylaw 1979 No. 1842 Amendment (Fort Langley Community Plan) Bylaw 1987 No. 2527.

Sandwich Board Signs shall:

1. Be limited to one for each place of business.
2. Only be displayed during the period a business is open to the public and shall be removed at close of business each day.
3. Not obstruct drivers' sight lines.
4. Maintain a minimum distance of 7.5. meters from any intersection.
5. Not to be affixed to or mounted on wheels.
6. Sandwich Board signs shall not be painted “traffic yellow”, “construction zone orange”, or other fluorescent colours, nor shall they be illuminated, reflective, or have flashing, animated or moving parts

7. Not by any means be attached to a public appurtenance or sidewalk.
8. Not encroach upon the frontage of neighbouring establishments, or obstruct the visibility of, or access to, neighbouring businesses.
9. Not block access to municipal infrastructure, such as fire hydrants, valves, manholes, street furniture or access to third party utilities such as gas, hydro or telecommunications manholes, kiosks, boxes, etc. and achieve the following setbacks:
 - minimum set back from fire hydrants: 1.2 meters
 - minimum setback from street furniture, trees, bus shelters, light standards, trash receptacles, newspaper vending kiosks, benches: 0.5 meters

Design and Construction:

10. The maximum overall size for any Sandwich Board sign shall not exceed 0.6 meters in width and 1.0 meter in height.
11. The design of Sandwich Board signs shall comply with the applicable heritage or development guidelines for the area in which it is proposed. In the Fort Langley commercial district, Sandwich Boards shall reflect the historic character recommended for signage in Section 4 of the *Fort Langley Building Façade Design Guidelines*, with respect to their design, choice of materials, typeface, styling and colour.
12. Text on Sandwich Boards shall not exceed 100mm in height.
13. Advertising on a Sandwich Board sign shall pertain only to the business for which the permit has been issued.
14. No supplemental sign, notice, flag, balloon or other decoration shall be attached to the Sandwich Board sign.
15. Sandwich Board signs shall be:
 - a. Manufactured to a high graphic and construction standards.
 - b. Comprised of two (2) flat panels that are hinged at the top and connected across the bottom to prevent splaying.
 - c. Constructed with all fittings set flush with the surface of the sign and be free of splinters, slivers or sharp projections or edges.
 - d. Fabricated of sign grade wood or metal.
 - e. Free standing, self-supporting, and designed and weighted to prevent overturning
 - f. Maintained in good repair.

Note: This may not be an exhaustive list of all requirements. Additional information may be requested during the processing of your application and or as part of your Sign Permit requirements.