

## Temporary Sign License Application

Name of Applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Site/Property Location: \_\_\_\_\_

Business Name and Owner Address: \_\_\_\_\_

**Sign Type:**    ☐ Mobile   ☐ Sandwich Board   ☐ Banner   ☐ Box   ☐ Inflatable  
                  ☐ Community Events   ☐ Multiple Resident   ☐ Multi Special Event

**Is the sign on HRM land, IE park:**    ☐ Yes   ☐ No

**Is the sign in the Right of way:**    ☐ Yes   ☐ No

**Is the sign illuminated:**    ☐ Yes   ☐ No

**Is this a variable message sign:**    ☐ Yes   ☐ No

If yes, please visit the [variable message sign guidelines](#).

**Duration of Placement:**    Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

**Please check Yes or No if the following documents are attached:**

Sandwich Board signs in the street right of way or Community Event sign on HRM Parkland require proof of insurance \$2,000,000 coverage (Certificate of Insurance naming Halifax Regional Municipality Additionally Insured)

**Insurance (if required)**    ☐ Yes    ☐ No

**Site Plan**    ☐ Yes    ☐ No

**Design Plan**    ☐ Yes    ☐ No

**Are you the property owner**    ☐ Yes    ☐ No    If NO, written permission must be provided by the property owner or management group

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Example Site Plan

Sign Type:

In the R.O.W. ☐

On Private Property ☐

Dimensions
A
B
C
D
E
F
G

The diagram illustrates a site plan with a building at the top, a property boundary line, a sidewalk, a sodded strip (if applicable), and a street at the bottom. Two proposed sign locations are shown: one on private property (a dashed rectangle with dimensions A and B, and a height D from the boundary) and one in the right-of-way (a dashed rectangle with dimensions A and B, and a height D from the sidewalk). The distance from the building to the sidewalk is labeled F. The distance from the sidewalk to the street is labeled G. The street is labeled 'Street'.

## Example Graphic Design

Sign Type: \_\_\_\_\_

Construction Material of Proposed Sign: \_\_\_\_\_

Is the Sign Illuminated: ☐ Yes ☐ No

Dimensions
A (Height)
B (Length)
C (Width)

The diagram shows a graphic design for a sign. On the left is a perspective view of a sign on a stand with dimensions A (height) and B (length). On the right is a side view of the sign structure with dimensions A (height), B (length), and C (width). The sign is a rectangular panel supported by a frame with legs.