

# SIGN PERMIT APPLICATION

**MUNICIPALITY OF ROBLIN**  
**PO BOX 998**  
**ROBLIN MB R0L 1P0**  
**125 1<sup>st</sup> Ave. NW**

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 telephone: (204) 937-8333  
                   ext.227  
 fax: (204) 937- 4382

Please print clearly in black or blue ink. Complete all applicable sections of the application form. Applications that are incomplete or do not have all the required attachments will not be processed. Please allow a minimum of two weeks for your application to be reviewed. Additional time may be required depending on individual circumstances.

<b>Applicant Information</b> (All correspondence will be forwarded to this contact)	
Name	
Mailing address	
e-mail address	
Phone (daytime)	Fax
<b>Freedom of Information And Protection of Privacy Information</b>	<p>Please be advised that the information in this application for a sign is being collected for the purposes of decision making by the Roblin Planning District and the applicable Municipality. Input may be required from the following: Adjacent landowners, utility companies, adjacent municipal offices, government departments, statistics Canada, any other organization as determined by the Approving Authority or local newspaper for public advertisement.</p> <p style="text-align: center;">Signature _____ Date _____</p>
<b>Owner Information</b> <input type="checkbox"/> Status of Title attached to this application	
Name	
Mailing address	
e-mail address	
Phone (daytime)	Fax
<b>Authorization by Owner</b>	<p>I/We being the registered owner(s) of the property detailed on this Application for a sign consent to the individual named as the Applicant to act as our authorized agent.</p> <p style="text-align: center;">Signature _____ Date _____</p>
<b>Sign Information</b>	<b>Include any pictures /blue prints/foundations etc. with the application</b>
Civic/Municipal Address	
Legal description	Lot      Blk      Plan      Section
Municipality	Roll #
Site Plan: Location of sign on building or placement position on land in regards to property lines.	
Description of sign: height, illuminated or non-illuminated, flush mount on wall, size etc.	
Value of development	
Proposed start date	Proposed completion date

## APPLICATION FOR A SIGN PERMIT

<b>Designer Information</b>		(person responsible for the design—list any architect or engineer involvement. Additional sheets may be added)	
Name			
Mailing address			
e-mail address			
Phone (daytime)		Fax	
<b>General Contractor Information</b>		(person responsible for the placement of sign—list any sub-trade involvement. Additional sheets may be added)	
Name			
Mailing address			
e-mail address			
Phone (daytime)		Fax	

I/We hereby acknowledge that I/We have read this application and state that the information contained herein is correct and agree to comply with all the Roblin Planning Department, Municipal, and or Provincial laws regulating sign requirements.

Consent is hereby given for an authorized person of the Roblin Planning Department to enter upon the land described above for the purposed of making site inspections as required to evaluate the proposed sign.

Where an application for a sign is determined to contain incorrect information, no sign permit shall be issued until the applicant corrects such information.

Any sign approval issued on the basis of incorrect information contained in the application shall be invalid.

It is expressly understood that neither the granting of a sign permit nor the approval of the drawings and specifications or the inspections made by the Designated Officer shall in any way relieve the owner of the responsibility of complying with the regulations of any relevant by-law of the Municipality and the Planning Department.

**Please note: If the sign is to be located along a major highway, a permit is also required from the Manitoba Department of Highways.**

<b>Signature</b>	<b>Date</b>	<b>Owner or Authorized Agent</b>
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Office Use			
Received by		File No.	
Date received		Invoice/Receipt No.	
Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Declined <input type="checkbox"/> Notice of Decision sent:		