



APPLICATION FORM CERTIFICATE OF AUTHORIZATION FOR DISPLAY

DISPLAY ON THE TERRITORY OF THE CITY

Before building, installing, replacing or modifying a display or sign, you must obtain an authorization certificate.

PROCEDURE:

1. Complete this form;
2. Gather the required documents in addition to the request, if applicable;
3. Submit your request to the Inspection and Permits Division at the Town Hall Building or by email to the following address: permis@ville.chateauguay.qc.ca

COMPANY ADDRESS

Address:

Cadaster or lot number :

IDENTIFICATION OF THE APPLICANT

Name:

Function :

Address:

City:

Province :

Postal Code:

Phone:

Email:

**A power of attorney is mandatory if the company does not own the building for which the request is made.*

IDENTIFICATION OF THE CONTRACTOR

Name:

Function :

Address:

City:

Province :

Postal Code:

Phone:

Email:

NATURE OF PROJECT

Type of sign (*structure*):

- Attached to the building, to the wall, on a canopy or awning
 On pylon, post, plinth or low wall

Implantation:

- front yard back yard right side yard left side yard

Dimensions of the sign:

Height of the sign:

Surface area of the sign:

Room front width:

Material:

Inscription (text):

Approximate cost of work:

Installation date:



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DOCUMENTATION REQUIRED

- Display project layout plan in color;
(The plan must show its general dimensions and the display area, its drawings, illustrations and lettering as well as the exact location of the sign on the building or on the sitee)
- A letter or a resolution authorizing the applicant to sign the request if the applicant is an agent;
- Approval of the site planning and architectural integration plan (SPAIP);
(Complete the form provided for this purpose, if applicable)

FEES

Application fees (payable by check, money order or bank draft to: Ville de Châteauguay)
 (\$60 for the first square meter of display + \$20 per additional square meter)

IMPORTANT

To obtain a certificate of authorization, you must provide us with all the documents listed above, duly completed. Note that incomplete or missing documents may delay the issuance of the certificate and that misleading information may cancel your request or render your certificate invalid.

The inspector will process the request only when it is complete and all the required documents have been provided.

L'inspecteur au dossier se réserve le droit d'exiger tout autre document lui permettant de s'assurer de la conformité de la demande.

PROCESSING DELAYS

A delay of about two weeks should be allowed if the project is not subject to the approval of a site planning and architectural integration plan (SPAIP) and about 3 months otherwise.

DECLARATION

The undersigned declares that the above information is accurate and complete, and will file all required documents to this application. The undersigned also declares to be aware of the procedure and the municipal bylaws in force. Finally, the undersigned understands that this form does not constitute a permit or a certificate of authorization.

Signature : _____

Date : _____