



Highway Use Permit Application – Temporary Signage

District of North Vancouver
Transportation Engineering
355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2450 or Email: hup@dnv.org
Form submission: Submit to address above or Fax: 604-987-7185

COMPLETION: To ensure legibility, please complete (type) online then print and submit to the department and address indicated above.

For office use only _____

Applicant Information

Name and Organization: _____

Address _____ Postal Code _____

Phone _____ Alternate _____ Fax _____ Email _____

Indicate Requested Location(s)

Capilano Rd @ Ridgewood Dr: Southwest corner	
Dollarton Hwy: South side, 160m West of Maplewoods Conservation Area, gravel patch only	
Lynn Valley Rd: 45m Northeast of Kirkstone Rd	
Mountain Hwy: West side, 78m South of Kirkstone Rd	
Mt Seymour Pkwy: South side, 79m East of Riverside Dr	

What text will appear on your sign?

Requested start date: _____

Number of weeks: **One** **Two**

Additional Information

Application Guidelines

1. Sign locations are booked on a weekly basis from Sunday through Saturday inclusive,
2. Permits have a maximum duration of two (2) weeks,
3. An application may be submitted up to four (4) weeks in advance of requested start date. Priority will be determined on a first come, first served basis and therefore requested dates and locations cannot be guaranteed. Applications submitted in excess of four (4) weeks of requested start date will not be accepted,
4. Application for permits with back-to-back dates will not be approved. There must be a minimum of two (2) weeks between the removal of the current sign before the next one may be installed,
5. Temporary signage will only be considered for non-profit associations and events. Evidence of non-profit status may be required upon request of the Transportation Engineering department,
6. All permits expire on December 31 of each year. Applications are accepted the first business day of the new calendar year.
7. Fees as per Fees and Charges Bylaw #6481

Sign Conditions

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

Applicant's Name

Date

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The District of North Vancouver's Manager of Administrative Services at 604-990-2207 or at 355 W Queens Road, North Vancouver.