



Advertisement Application Checklist

1. Proof of Ownership

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Certified copy of Registered Title

In the absence of Registered Title, Certified Copy of any of the following;

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Probated Will

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Sales / Lease Agreement

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Deed of Gift/Conveyance

☐

Letter from Attorney or Government

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Letter of Authorization from the owner,
stamped and signed by a Justice of the
Peace or a Notary Public.

☐

Agency for Land Settlement

2. Completed Application Form (4 copies)

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Information on the Applicant and/or Agent

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Civic number of the property **or** a description of the location sufficient to allow the site to
be easily identified

3. Plan details Requirements

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Site Plans: Drawn to a minimum scale of 1: 100 (4 copies)

- Show the location (both sides of the roadway) and the buildings located on the property as well as the adjoining/adjacent properties
- Show all signs/billboards located in the vicinity of the proposed sign
- Show the proposed location of the sign/billboard
- Include street names, place names (where applicable)
- Include the dimension of the roadway and any existing sidewalk

Required Construction Drawings/Plans drawn to a minimum scale of 1:100 (4 copies)

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- **Elevations: minimum 2 views** (showing the front and the side views). Should include the dimensions of the sign/billboard and show the height above ground

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- **Structural Details: how the sign will be secured (for large signs to be erected)**
Include foundation/footing, , stiffeners, type of materials to be used in construction etc.

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- **Sectional view:** depicting interior details and showing ground levels and foundation details.

4. Encroachment

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Indicate whether the proposed sign will encroach on Government owned or KSAC owned lands

5. Purpose of Advertisement

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Place of business

☐

Event

☐

Other _____

NB. Where an event is to be held, the applicant will be required to submit a Building Application for the erection of all temporary structures (e.g. hoardings, stage set up, etc)

The applicant will also be required to obtain an amusement license from the KSAC. Applications must be submitted to the KSAC a minimum of five (5) working days prior to the event being held.

☐ Other (specify): _____



FOR INTERNAL USE ONLY

☐ **Accept**

The Plan meets all requirements for acceptance as indicated by

☐ **Reject**

The plan does not meet the requirement for acceptance becauseis/ are miss-
ing and / or information given in relation tois inadequate.

.....

for City Engineer
or Director of Planning

.....

Date of Signature

Amendment

☐ **Accept**

The Plan meets all requirements for acceptance.

☐ **Reject**

The plan does not meet the requirement for acceptance becauseis/ are missing
and / or information given in relation to.....is inadequate.

.....

for City Engineer
or Director of Planning

.....

Date of Signature



CONSULTATION REQUIRED

☐ National Works Agency