



**Applicant Information**

**Organization Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Unit No.:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Business Licence No.:** \_\_\_\_\_

**Bus. Tel.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_  
First Last

**Title/Position:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Dimension of Sign:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

I hereby make application for an agricultural activities sign(s) approval in accordance with the above-stated information and declare that the statements are true and correct. I agree, if granted approval, to comply with all relevant bylaws now in force or which may come into force in the City of Richmond.

**Name of Applicant:** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_

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

**Requirements:**

- Photograph or pictorial depiction or written description of the sign. Exact dimensions to be provided.
- Completed Agricultural Activities Sign Application (Schedule A: Sign Location Request Form attached).
- A release and indemnity by the applicant in favour of the City, in a form and on terms acceptable to the City's Risk Manager (Schedule B: Release and Indemnity attached).

**For School Locations:**

- Site plan showing property lines and placement of sign on the property. If the sign is on school property, please contact the Richmond School Board for permission. (Site plans can be generated from the Richmond Interactive May showing property lines – see attached instructions.)

For Office Use

Received by:

Date:





**City of  
Richmond**

# **Agriculture Business Sign Application – Schedule B: Release and Indemnity**

Customer Service Department  
6911 No. 3 Road, Richmond, BC V6Y 2C1  
www.richmond.ca

I/We, \_\_\_\_\_ agree to assume and hold harmless the City of Richmond, it’s officers, employees and agents from, all liability to any person or property of whatsoever kind or nature which occurs as a result of activities for which he was granted permission to place one or more agricultural activities signs on the location(s) approved by the City, in accordance with the provisions of all relevant bylaws in the City of Richmond, except that which results from the negligence or willful misconduct of the City of Richmond, its employees, agents or representatives.

Further, \_\_\_\_\_ agrees to indemnify and defend, hold harmless the City of Richmond, its officers, employees and agents against any liability, or claims of liability, brought or made on behalf of any person for personal injury or property damage caused by or arising out of any act or omission of either the organization or its representatives, including any officers or employees of the City of Richmond, or caused by or arising out of the condition of any City owned or controlled property, whether real or personal, and occurring during the period and as a result of the activities for which the license was issued, except that which results from the negligence or willful misconduct of the City of Richmond, its employees, agents, or representatives.

### **Release and Indemnity by the Organization:**

**Organization Name:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_

**Business Licence No.:** \_\_\_\_\_

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



## Agriculture Business Sign Application – Instructions for Richmond Interactive Map

1. Go to [www.richmond.ca](http://www.richmond.ca)>Discover Richmond>Maps and GIS>Richmond Interactive Map (RIM).
2. Enter and search or zoom in to the address of the site.
3. Click on the Layer List icon at the top left corner and select 2020 Richmond Airphoto.
4. Select the Print icon on the top right corner to create a JPG file (or take a screenshot of the site).
5. Print and mark the location of the sign.
6. Attach the site plan to the application form.

**Note:** Ensure the property lines are shown. The property lines are displayed by default. If not shown, click on Layer List. Select Richmond Data. Click on the drop down arrow. Select Properties.



*Sample of a site plan*