



# BUILDING OUR COMMUNITY

## URBAN DEVELOPMENT INSTITUTE OKANAGAN SIGN PROGRAM

### REPLACEMENT SIGN PURCHASE FORM

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#### **CONTACT DETAILS**

Please complete the information below:

Name of main contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone Number of Main Contact: \_\_\_\_\_

Email Address of Main Contact: \_\_\_\_\_

Name of Development Project: \_\_\_\_\_

Address of Development Project: \_\_\_\_\_

#### **Step 1) Reason for Ordering Replacement Sign**

There are usually two scenarios that will lead to the need for an updated sign:

1. The sign got damaged and needs to be replaced with a duplicate, new sign.
2. There is updated information that needs to be reflected on the sign.

If the reason for ordering a new sign is due to updated information, please move to step 2 below. If the reason for ordering the replacement sign is due to the old sign being damaged or for some other reason, please indicate this below and then continue to payment information under Step 5.

Please explain the reason for the sign replacement (if not due to updated information):

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## **Step 2) Identify Information To Be Included on Replacement Sign**

Please select two economic or community benefits that you would like to showcase on your sign from the list below:

- Investment in construction activity
- Infrastructure investment
- Development Cost Charges (DCC) contributed
- Estimated number of jobs created
- Estimated Number of long-term jobs created
- Environmental benefits/contributions
- Social and other community benefits
- Number of homes created
- Economic impact (see Step 3)

**(Optional Step 3) If you have selected 'Economic Impact' as one of your benefits to showcase above, you must obtain a Third Party Verifier:**

In order to maintain the integrity of the *Building Our Community* sign program and to ensure the accuracy of the information you would like to showcase, an independent, third party appraiser/verifier/CA firm that is a member of UDI Okanagan in good standing, must provide the Urban Development Institute Okanagan office with a letter verifying the accuracy of the numbers and other relevant information associated with the economic impact of your project.

Please request that this third party verifier send in the verification letter to the UDI Okanagan office.

Information about where to send your submission is provided in Step 6.

#### **Step 4) Identify the Stage of Development and Differentiate Between Projections and Actuals**

Due to the fact that developers are able to enroll their developments into the sign program at all different stages of development, sometimes the numbers provided might reflect projections and other times they will reflect actual numbers achieved. To maintain the integrity and credibility of the sign program, it is important to clearly communicate which state of development a project is in and to clearly differentiate between projected and actual numbers. Please specify some further details about your development.

What stage of development is your project currently in (ie: approval process, completion, etc.)? \_\_\_\_\_

Are the numbers that you wish to showcase projections or actuals?  
\_\_\_\_\_

*Note: If your replacement sign contains updated information, the words "Updated" will be included in the upper left hand corner of the sign to clearly indicate that the information on the sign has been changed.*

#### **Step 5) Payment Information**

##### **Order Form**

Quantity of replacement signs to purchase at a cost of \$225 (inclusive of taxes):  
\_\_\_\_\_

Total cost for sign(s): \_\_\_\_\_

Do you need to have an existing sign(s) removed?  Yes\*  No

If yes, how many? \_\_\_\_\_

Do you need to have your sign(s) installed?  Yes\*  No

\*If you have specified that you need to have your sign(s) installed, the cost will be \$90 + GST. You may be contacted to work out further details of the installation including establishing a date, location, etc.

Payment can be made by Visa or Mastercard or by making a cheque out to:

Urban Development Institute Okanagan Chapter  
210, 1460 Pandosy Street  
Kelowna, BC, Canada  
V1Y 1P3

Visa or MC Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Email address of cardholder: \_\_\_\_\_

Phone number of cardholder: \_\_\_\_\_

### **Step 6) Submit Your Order**

Once you have completed your order form, please send to:

Urban Development Institute Okanagan Chapter  
210, 1460 Pandosy Street  
Kelowna, BC, Canada  
V1Y 1P3

Or email it to: [udiokanagan@udi.org](mailto:udiokanagan@udi.org)

Or fax to: 778-478-0393

Contact: Jennifer Dixon, Executive Director

Upon successful receipt of your order, you may be contacted for further information or clarification.

Once your sign is ready, you will be contacted and arrangements will be made for either pickup or delivery of your sign.