



**SIGN PERMIT APPLICATION
THE MUNICIPALITY OF CLARINGTON
PLANNING SERVICES DEPARTMENT**

FOR MUNICIPALITY OF CLARINGTON USE ONLY:

Sign Permit # _____	Date Received: _____	Fee (\$): _____
No. of Signs _____	Date Issued: _____	Expiry Date: _____ (for Temporary Signs Only)

APPLICATION FOR (Check Appropriate Boxes)

<input type="checkbox"/> Permanent Sign	<input type="checkbox"/> Minor Variance to Sign By-law
<input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Sign By-law Amendment

APPROVED SITE PLANS ON PROPERTY (Enter File No. if applicable)

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1 OWNER/AGENT

	REGISTERED OWNER	AGENT
Contact Name:		
Company:		
Mailing Address:		
Postal Code		
Phone:	()	()
Fax:	()	()
e-mail		

2 ADDRESS OF PROPERTY WHERE SIGN WILL BE ERECTED

Municipal Address:		
Lot:	Concession:	Township:

3. ARE THERE ANY EASEMENT TS OR RESTRICTIVE COVENANTS AFFECTING THE SUBJECT PROPERTY?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes , please describe:	

4. TYPE OF SIGN(S) PROPOSED _____

5. SIGN DIMENSIONS (Please indicate dimensions on attached sketch)

6. WILL PROPOSED SIGN(S) BE ILLUMINATED? Yes No

6.1 If so, what lighting method will be used to illuminate the sign? _____

7. NUMBER AND TYPE OF EXISTING SIGN(S) ON PROPERTY _____

8. IS THE PROPOSED SIGN REPLACING AN EXISTING SIGN? Yes No

8.1 If so, is the proposed sign the same sign type? Yes No

8.2 Is the proposed sign the same size? Yes No

9. USE OF SUBJECT PROPERTY _____

10. MINOR VARIANCE TO SIGN BY-LAW

a) MINOR VARIANCE APPLIED FOR

b) WHY BY-LAW CANNOT BE MET

11. AMENDMENT TO SIGN BY-LAW

a) REGULATION OF SIGN BY-LAW TO BE AMENDED

b) REASON FOR AMENDMENT

12. TENTATIVE DATE OF SIGN ERECTION _____ **20** _____

13. OWNER'S AUTHORIZATION

If off-site, permission must be obtained from the owner of property on which the sign is located, as well as the owner of the property to which the sign directs.

If multiple owners, authorization letter from each owner is required.

PROPERTY OWNER'S AUTHORIZATION	
I, _____ being the registered Owner of the subject	
lands hereby authorize _____	
(type or print name of agent)	
to prepare and submit this application for approval.	
AGREEMENT	
I/WE agree to comply with the provisions of the Sign By-law, Building By-law and Zoning By-law of the Corporation and any amendments thereto. I/WE further agree that neither the granting of a permit, nor the approval of any drawings or specifications, nor inspections made by any agent or employee of the Corporation shall in any way relieve ME/US from full responsibility for compliance with the above-mentioned By-laws.	
_____	_____
Date	Signature of Owner

Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION	
I, _____	
am the registered owner of the land that is the subject of this application for approval of this planning document and, for the purpose of the Freedom of Information and Protection of Privacy Act , I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.	
_____	_____
Date	Signature of Owner

AGREEMENT

I/WE agree to comply with the provisions of the Sign By-law, Building By-law and Zoning By-law of the Corporation and any amendments thereto. I/WE further agree that neither the granting of a permit nor the approval of any drawings or specifications, nor inspections made by any agent or employee of the Corporation shall in any way relieve ME/US from full responsibility for compliance with the above mentioned By-laws.

Signature of Applicant

FOR MUNICIPALITY OF CLARINGTON USE ONLY:

PERMISSION

PERMISSION is hereby granted to erect or alter the sign specified above, upon the express condition that the said sign in all respects conform and adhere to the provisions of all by-laws and amendments thereto of the Corporation which regulate the construction of buildings or structures, the zoning of lands, or the type, use or location of businesses.

Date

Planning Services Department Authorization

Building Division Approval (when required)

Date

Signature

IMPORTANT NOTES

THIS APPLICATION WILL NOT BE ACCEPTED OR PROCESSED UNLESS:

1. All applicable sections of this form are completed.
2. Two (2) copies of plans and/or drawings, 8 1/2" X 11", are attached. The plan and/or drawings must show the location, size, colour and type of all signs and their relationships to on-site and surrounding buildings, structures and roads. (See Appendix 1)
- 40 A **non-refundable** application fee, as per the fee schedule within By-law 97-157, as amended, in cheque/cash or money order made payable to the Corporation of the Municipality of Clarington is enclosed. (See Fee Schedule)

APPLICATION PACKAGE MUST BE SUBMITTED TO:

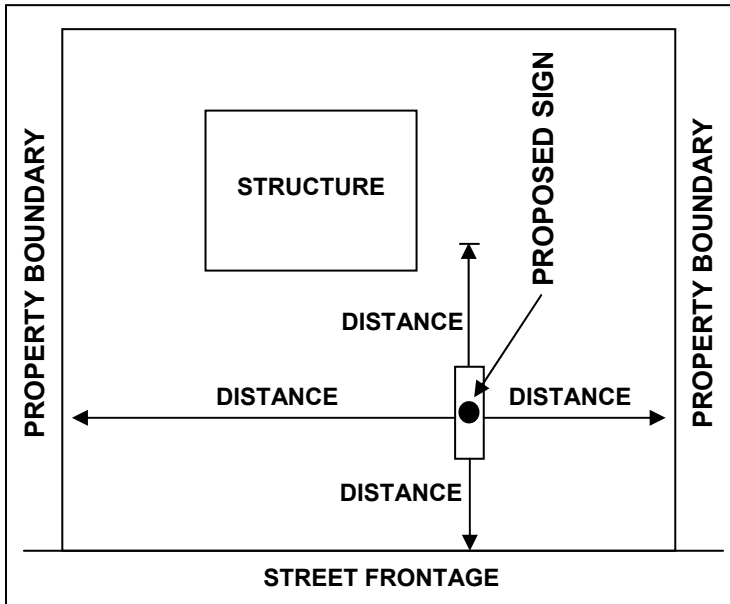
Planning Services Department
Municipality of Clarington
40 Temperance Street
Bowmanville, Ontario L1C 3A6
Phone: (905) 623-3379 Toll Free: 1-800-563-1195
Fax: (905) 623-0830

EXAMPLE ONLY

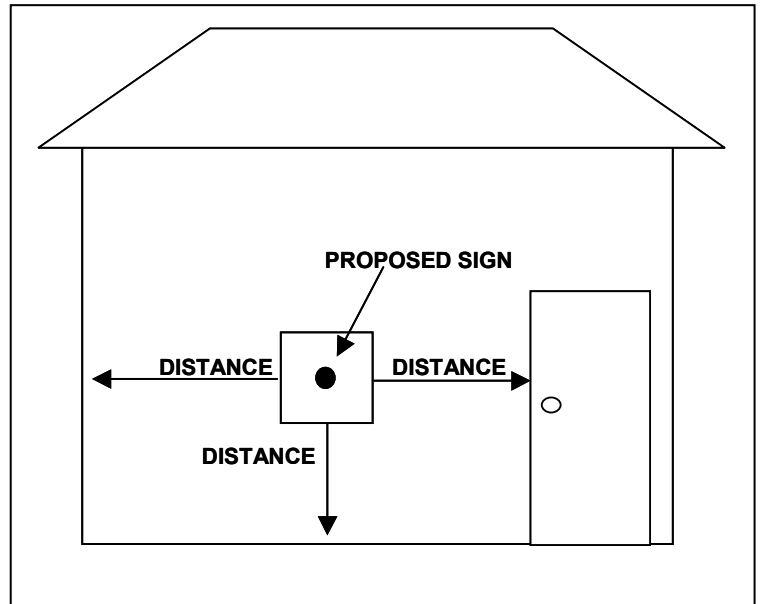
This example has been prepared to assist you in the preparation of your Sign Permit Application.

SIGN LOCATION

ON A PROPERTY



ON A STRUCTURE



SIGN DETAILS

- PROVIDE SIGN MATERIAL
- PROVIDE COLOURS USED
- PROVIDE WORDING

