



**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: _____	Expire Date: _____ (for temporary Signs Only)

**APPLICATION FOR (Check Appropriate Boxes)**

Permanent Sign                       Temporary Sign                       Minor Variance  
 Sign By-law Amendment

**1 OWNER/AGENT**

	REGISTERED OWNER	AGENT
Contact Name:		
Company:		
Mailing Address:		
Phone:	(    )	(    )
Fax:	(    )	(    )
Email:		

**2 ADDRESS OF PROPERTY WHERE SIGN WILL BE ERECTED**

Municipal Address:		
Lot:	Concession:	Township:

**3 ARE THERE ANY EASEMENTS OR RESTRICTIVE COVENANTS AFFECTING THE SUBJECT PROPERTY?**

Yes                                       No

If Yes, please describe:

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**4 IS THE PROPERTY WITHIN 400 METRES OF A PROVINCIAL HIGHWAY?**

Yes                                       No

If Yes, you will require a Sign permit (PH-A-17) from MTO, available from their website.

**5 TYPE OF SIGN(S) PROPOSED:** \_\_\_\_\_

**6 SIGN DIMENSIONS (Please indicate dimensions on attached sketch)**

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

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

7.2 Will the sign include third party advertising other than the name of the Sign Company?  Yes  No

**8. NUMBER AND TYPE OF EXISTING SIGN(S) ON PROPERTY:** \_\_\_\_\_

**9. IS THE PROPOSED SIGN REPLACING AN EXISTING SIGN?**  Yes  No

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

9.2 Is the proposed sign the same size?  Yes  No

**10. USE OF SUBJECT PROPERTY** \_\_\_\_\_

**11. AMENDMENT TO SIGN BY-LAW**

a) REGULATION OF SIGN BY-LAW TO BE AMENDED

B) REASON FOR AMENDMENT

**11. TENTATIVE DATE OF SIGN ERECTION** \_\_\_\_\_ 20\_\_\_\_.

**12. OWNER'S AUTHORIZATION**

If off site, permission must be obtained from the owner of the 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



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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 ½ 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).
3. A **non-refundable** application fee 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:**

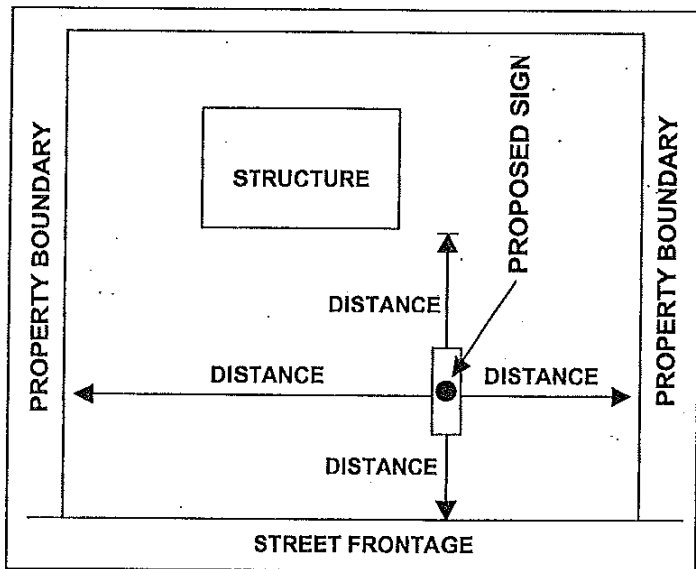
Planning Services Department  
Municipality of Clarington  
40 Temperance Street  
Bowmanville, Ontario L1C 3A6  
Phone: (905) 623-3379 Toll Free: 1-800-563-1195  
Fax: (905) 623-0830

**EXAMPLE ONLY**

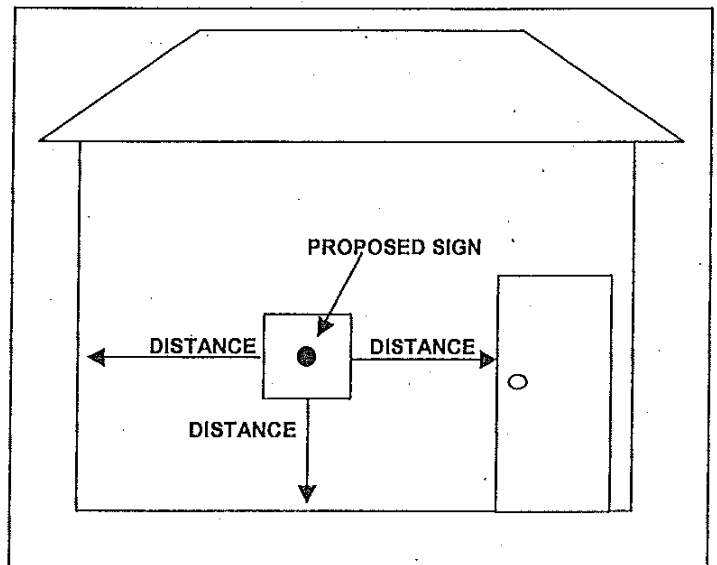
This example has been prepared to assist you in the preparation of your Sign Permit Application.

**SIGN LOCATION**

**ON A PROPERTY**

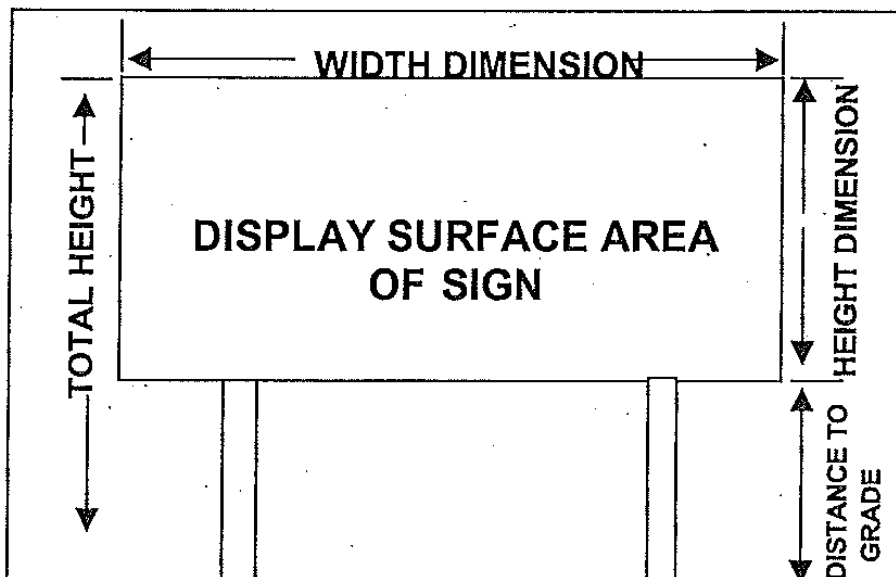


**ON A STRUCTURE**

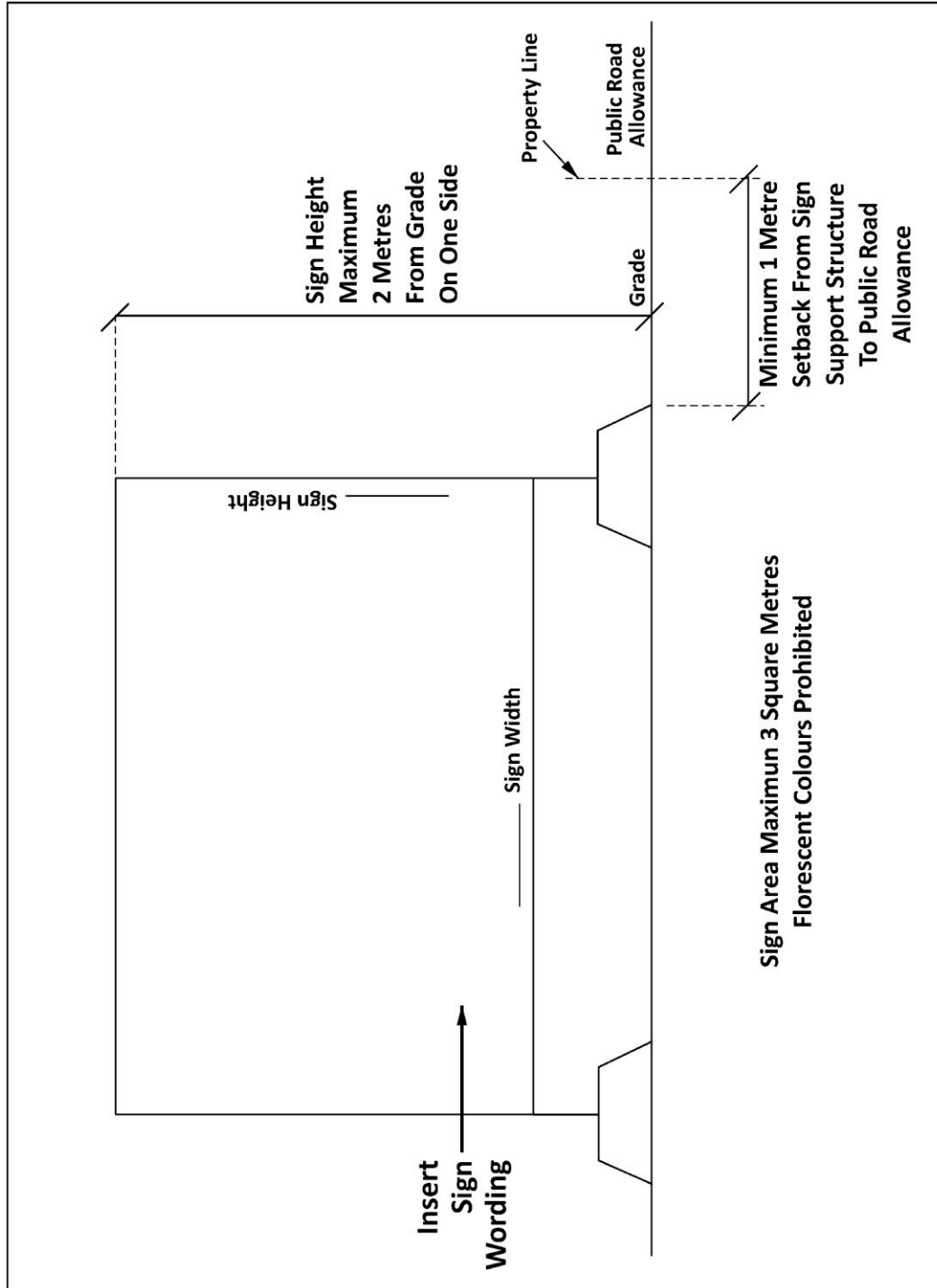


**SIGN DETAILS**

- PROVIDE SIGN MATERIAL
- PROVIDE COLOURS USED
- PROVIDE WORDING



**MOBILE SIGN DETAILS**



Signature of Applicant