



**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:

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

12. Minor Variance to Sign By-Law (Delegated to Director, By-law 2011-121)

Location of Any Sign on a Building or Property _____ Yes

Number of signs on a building or property _____ Yes

13. Tentative Date of Sign Erection _____ 20____



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14. 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, _____ (type or print name of agent)

being the registered Owner of the subject lands hereby authorize _____

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 and I hereby authorize and consent to the use by or the disclosure, to any person or public body, of any personal information that is collected for the purpose of processing this application, as permitted under the Municipal Freedom of Information and Protection of Privacy Act.

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 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)

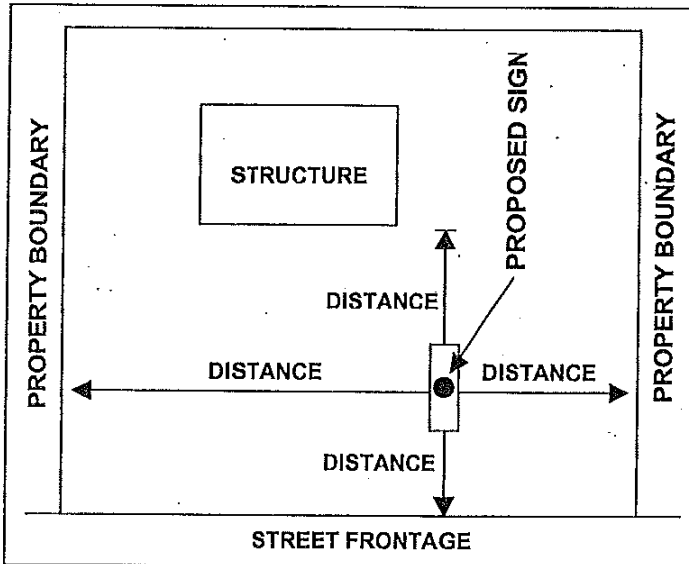
Application Package Must Be Submitted To:

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

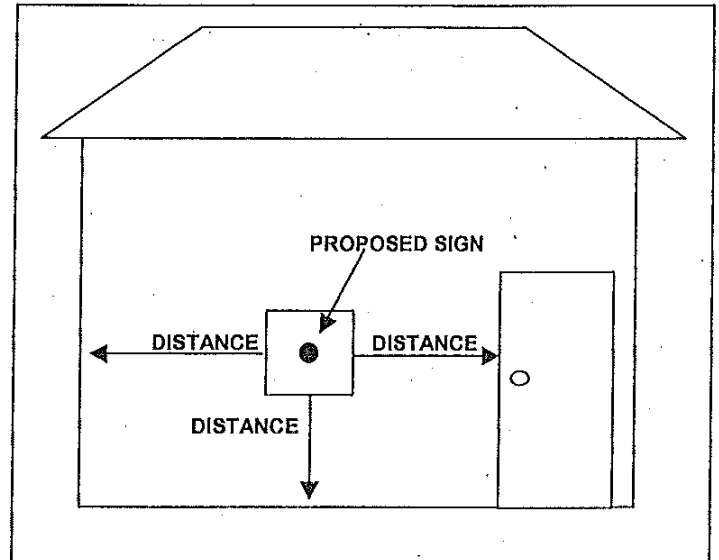
Example Only

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

Sign Location



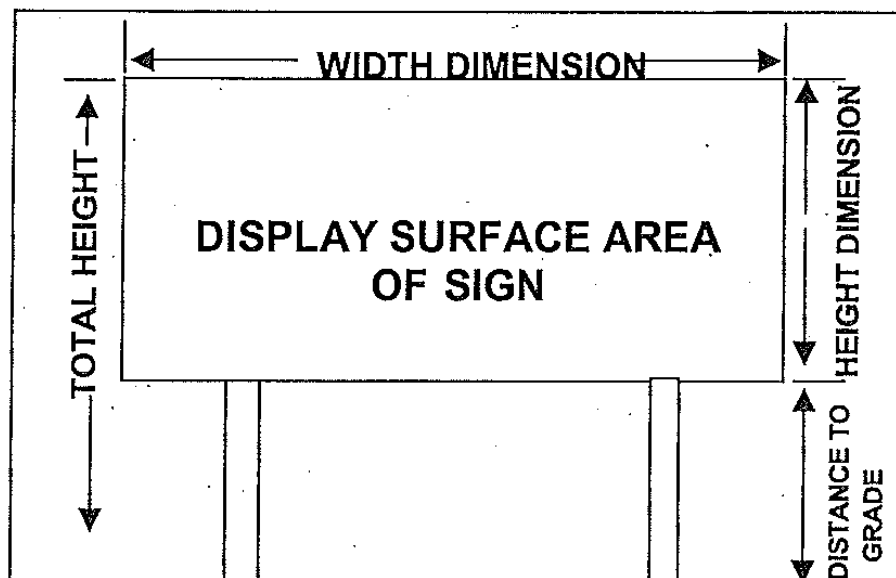
On a property



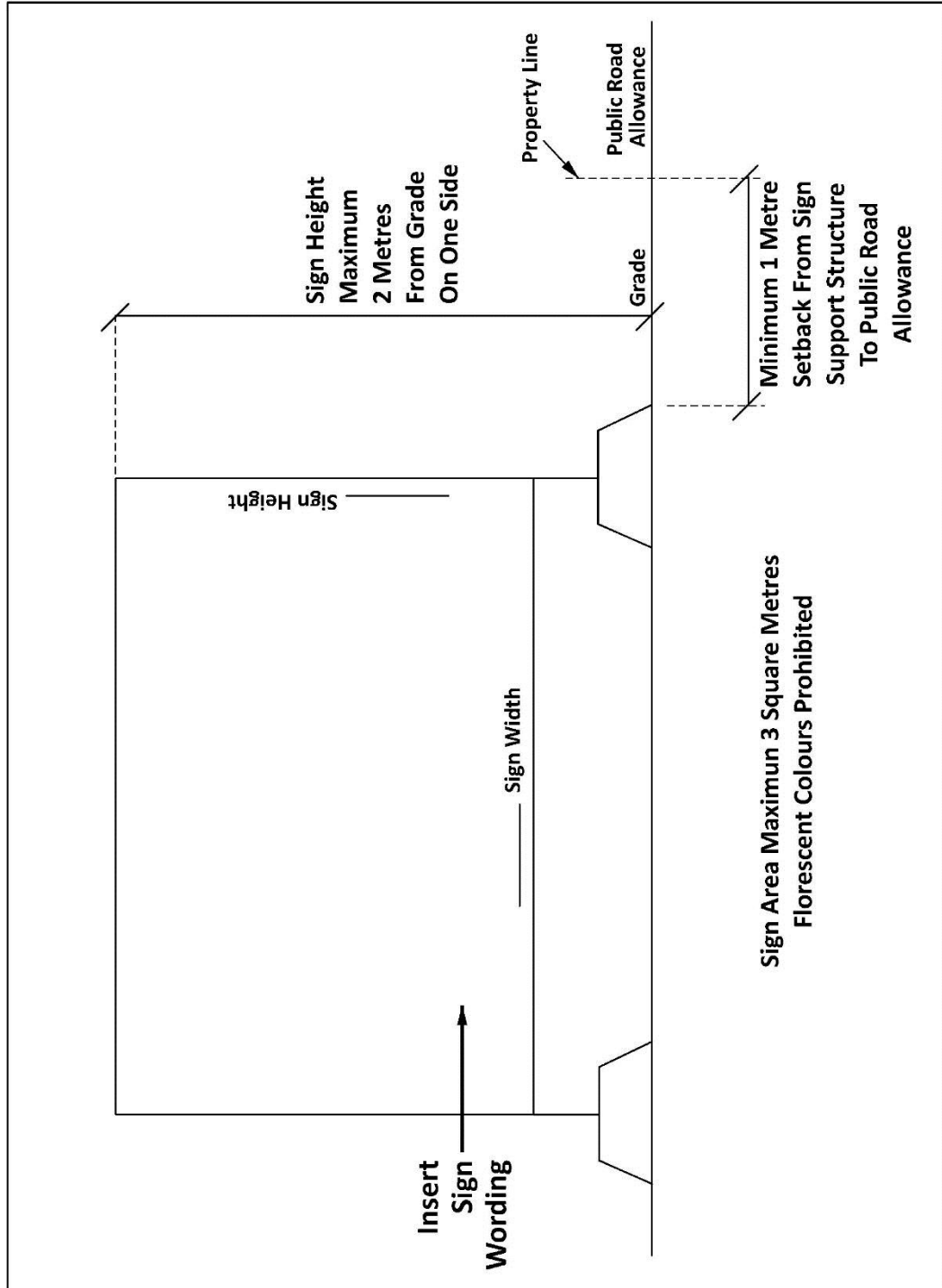
On a structure

Sign details

- Provide sign material
- Provide colours used
- provide wording



Mobile Sign Details



Signature of Applicant