



**CITY OF STRATFORD
APPLICATION FOR AWNING PERMIT**

DATE RECEIVED: _____

PERMIT NUMBER: _____

WORK SHALL NOT COMMENCE UNTIL A PERMIT IS ISSUED

1. PROPERTY OWNER: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Email: _____

2. APPLICANT OR AGENT OR TENANT (If any) _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Email: _____

3. NAME OF ERECTING COMPANY (IF APPLICABLE): _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Email: _____

4. Proposed Awning Location (Address): _____

5. Type of awning (fixed, retractable) _____

6. Awning is composed of which class of materials? _____

7. Value of Awning: _____ Cost of Erection: _____

8. What is the existing/proposed use of the property? _____

9. Is the property located in the Heritage Conservation District? _____

10. Has the plan approval fee been provided? _____

11. Is an encroachment agreement required (Does the awning project on to public property)? _____

12. Is any new construction proposed? _____

Please submit a site plan drawing and a awning proposal with your awning permit application. The requirements for a site plan drawing and a awning proposal are attached to the application form.

SITE PLAN DRAWING REQUIREMENTS

All plans and drawings accompanying a awning permit application shall be provided in duplicate and shall contain the following information:

1. A site plan drawn to scale showing all measurements in metric (metres);
2. The municipal address and legal description of the property;
3. The existing or proposed use of the property;
4. The zoning category of the property;
5. The location of all existing buildings and their entrances;
6. The location of all driveways and parking areas on the property;
7. The location and dimensions of the frontage and all boundaries of the property on which the awning is proposed to be erected;
8. The location of the proposed awning on the property;
9. Other information as determined by the Chief Building Official with respect to the building including architectural and structural drawings as may be necessary to determine if the building is structurally capable under the Ontario Building Code, of supporting the awning; and

PROPOSAL OF SIGN TO BE ERECTED

- Details of the awning drawn to scale, including dimensions, materials, colours, text, graphics, sign area and any other information as may be required to determine compliance with this By-law;

AWNING PERMIT CHECKLIST (THIS CHECKLIST MUST BE COMPLETED FOR THE APPLICATION TO BE PROCESSED)

- Fee Included
- Completed Application Form
- Site Plan Drawing
- Proposal of Awning to be Erected

NOTICE OF COLLECTION

The personal information collected on this form is collected under the authority of the *Municipal Act, 2001* and will be used by Infrastructure and Development Services staff for the purpose of making a decision on this application and for administrative purposes. Questions about the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, ON, N5A 6W1 or by telephone 519-271-0250 ext. 235 during business hours.

If you require this form in an alternate format, contact Development Services at 519-271-0250x345 or TTY at 519-271-5241

DECLARATION

It is understood that the issuance of a permit shall not be deemed a waiver of any of the requirements of all applicable Ontario Statutes and/or By-laws and Regulations of the City of Stratford.

I am the Owner or Authorized Agent of the owner named in the above application and I certify the truth of all the statements or representations contained therein or attached thereto. I agree, if a permit is issued, not to depart from the plans and specifications or awning location proposed in this application.

I further agree to maintain the awning in good condition and to keep it in good working order. I agree that in the event that the owner of such awning fails to maintain or keep the awning in good working order within thirty (30) days after having received a written notice from the Chief Building Official, that the Chief Official may remove such awning in accordance with the Awning By-Law of the City of Stratford.

I further agree to remove or permit the City of Stratford to remove the said Awning when notice is given in accordance with the Awning By-Law of the City of Stratford.

I also further agree that I will indemnify and keep indemnified the City of Stratford from and against all actions, suits, claims, and demands which may be brought against the City and from all loss, costs, damages and expenses which may be paid or incurred to the City in consequence of the removal and/or subsequent storage of the said awning in the yard of the Department of Public Works of the City of Stratford.

Dated at STRATFORD ONTARIO

SIGNATURE OF OWNER OR AGENT
