

**Infrastructure and Development
Services Department**
82 Erie Street, 2nd Floor
Stratford, ON N5A 2M4
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Application for Sign Permit per Sign Type

PERMIT NUMBER: _____ DATE RECEIVED: _____

WORK SHALL NOT COMMENCE UNTIL A PERMIT HAS BEEN ISSUED

ONE TYPE PER APPLICATION

Type of sign to be erected (please circle):

Fascia Ground Sandwich board Inflatable Other: _____

1. PROPERTY OWNER: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

E Mail: _____

2. APPLICANT OR AGENT (IF ANY): _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

E Mail: _____

3. NAME OF ERECTING COMPANY: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

E Mail: _____

4. Proposed **sign** location (address): _____
5. Is the sign being erected on private property or over public property? _____
(**Note:** If the sign is located over public property an encroachment agreement is required)
6. Is the proposed sign located in the Heritage Conservation District? _____
7. Is the proposed sign located within 12 horizontal feet of an overhead power lines? _____
8. Number of signs, (of one type) _____
9. If the proposed sign is a ground sign, what is the height of the sign? _____
(**NOTE:** Structural review may be required)
10. Is the sign electrically illuminated (state by which method)? _____
11. If sign is temporary, A) what is the installation date? _____
B) what is the removal date? _____
12. Does any other signage exist on the property (what type)? _____
13. Construction value of sign: _____ Cost of erection: _____
14. What is the existing use of the property upon which the sign is to erected?

15. What is the proposed use of the property? _____
16. Is a new suite/unit being created? _____
17. Is any new construction proposed? _____

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

SITE PLAN DRAWING REQUIREMENTS

All plans and drawings accompanying a sign permit application for a permanent sign 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 sign is proposed to be erected
8. The location of the proposed sign 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 sign or advertising device: and

PROPOSAL OF SIGN TO BE ERECTED

- Details of the sign 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

NOTE TO APPLICANTS: When submitting a sign permit application, each different type of sign has certain requirements that must accompany the application. Site plan examples for different types of signs have been attached for your reference. In addition, an example of different types of signs have been provided outlining the requirements. Please use these as a guide when designing your own site plan and drawings.

SIGN PERMIT CHECKLIST

(This checklist must be completed for the application to be processed)

- Application Fee(s) Included
- Completed Application Form
- Site Plan Drawing (2)
- Sign Construction Drawing (2)

NOTE: Construction drawings for ground signs >1.6m (5.25 ft) or projecting signs >115 kg (254 lbs) shall be stamped by a Professional Engineer

AUTHORIZATION

Authorization of Owner for Applicant to Make the Application

Please complete this section if the application is being submitted by an applicant on behalf of the owner:

I, _____ (print name) am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

Dated at (city) _____ ONTARIO on (date) _____

SIGNATURE OF OWNER _____

PRINT NAME OF OWNER _____

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 Agents 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 locations 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 (City) _____ ONTARIO on _____

SIGNATURE OF OWNER OR AGENT _____

PRINT NAME of signature above _____

NOTICE OF COLLECTION

The personal information collected on this form is collected by The Corporation of the City of Stratford under the authority of the *Municipal Act, 2001* and will be used by Development Services staff for the purpose of responding to your 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