



# Application for Sign Permit

Date Received: \_\_\_\_\_

<b>Address:</b>		
Applicant Name:		
Business Name:		
E-mail Address:	Tel:	Fax:
<b>Approvals Required</b> <input type="checkbox"/> MTO <input type="checkbox"/> County of Simcoe <input type="checkbox"/> Other: _____		

**Estimated Project Cost: \$** \_\_\_\_\_

**Type of Sign(s)** (check all that apply)

<input type="checkbox"/> Temporary (banner, inflatable, etc.)    Display period: _____			
<input type="checkbox"/> Canopy	<input type="checkbox"/> Directory	<input type="checkbox"/> Fascia	<input type="checkbox"/> Ground
<input type="checkbox"/> Menu Board	<input type="checkbox"/> Projecting	<input type="checkbox"/> Pylon	<input type="checkbox"/> Sandwich Board

**Details of Proposed Sign(s)**

Type of Sign <i>(e.g. fascia, ground, etc.)</i>	Sign Area (m <sup>2</sup> )	Height (m)	Setback(s) (m)	Illuminated Y / N

**Existing Signs** (if any)

Type of Sign <i>(e.g. fascia, ground, etc.)</i>	Sign Area (m <sup>2</sup> )	Height (m)	Setback(s) (m)	Illuminated Y / N

**\*\*\*\* Site Plan and Sign Diagram must accompany this application. \*\*\***

**Documents attached**

<input type="checkbox"/> Site Plan Drawing	<input type="checkbox"/> Sign Diagram
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**SITE PLAN DRAWING REQUIREMENTS**

All plans and drawings accompanying a sign 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 location of existing building(s), driveway entrances, and parking areas;
3. The location and dimensions of the frontage and all property lines;
4. The locations of all existing signage and setbacks from property lines;
5. The location of the proposed sign on the property and setbacks from property lines;
6. 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.

**SIGN DIAGRAM REQUIREMENTS**

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: Construction drawings for signs > 7.5 metres in height (24' 7") or projecting signs >115 kg (254 lb) must be stamped by a Professional Engineer.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner – Printed Name

\_\_\_\_\_  
Property Owner - Signature

<b>OFFICE USE ONLY</b>	
<b>Planning Department Review</b>	<b>Building Department Review</b>
Sidewalk Permit required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Building Permit required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Complies with Sign By-law: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee:    \$_____    Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning: _____	Approved by: _____
Approved by: _____	Date Permit Issued: _____

**SIDEWALK PERMIT**  
(INDEMNIFICATION AND HOLD HARMLESS AGREEMENT)

Under the authority of By-law 2011-79, the Town of Midland permits the use of signage on Town Property upon meeting the following requirements:

I \_\_\_\_\_, acting on behalf of \_\_\_\_\_ shall indemnify and save harmless the Corporation of the Town of Midland, including the Members of Council and all employees and representatives, from any civil actions, claims or torts resulting from the action of said business or its owners or employees as a result of the issuance of this sidewalk permit.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Overhanging Articles**

I understand and agree to the following restrictions on placing articles that overhang the sidewalk, including but not limited to, **awning signs** and **projecting signs**:

- Minimum clearance from the sidewalk is 2.6 metres (8.5 feet).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The applicant shall provide and maintain at his/its sole expense, liability and property damage, insurance in the minimum amount of two million dollars (\$2,000,000.00), naming the Town of Midland as an additional insured on the policy, to protect the Town as owner of the area where the sign is placed against all liability.

These conditions shall come into force and take effect on the date of signing.

Insurance Policy No.: \_\_\_\_\_

Company: \_\_\_\_\_