

TEMPORARY SIGN APPLICATION FORM	FOR OFFICE USES ONLY	
	Permit Application Number	Application Date
	TS	

Event Information	Proposed Start Date:	End Date:
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One of the following must be selected and the schedule returned with this form

<input type="checkbox"/> Banner Sign 30-day max. Read, sign & return Schedule "1" attached	<input type="checkbox"/> Feather Banner Sign 30-day max. Read, sign & return Schedule "2" attached	<input type="checkbox"/> Inflatable Sign 30-day max. Read, sign & return Schedule "3" attached	<input type="checkbox"/> Mobile Sign 15-day max. Read, sign & return Schedule "4" attached	<input type="checkbox"/> Temporary Sign 21-day max. Read, sign & return Schedule "5" attached
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Sign Details (Event Title & date(s))			
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Site address for this Sign (Location)	intersection
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Company information (Event holder) <input type="checkbox"/> Applicant	Company Name	Contact Name	
	Full Address	City/Town	Postal Code
	Bus. Telephone No.		Cell No.
	Email		

Sign location Property owner Information (if different than Event holder)	Company Name	Contact Name	
	Full Address	City/Town	Postal Code
	Bus. Telephone No.		Cell No.
	Email		
	<input type="checkbox"/> Letter of permission must be attached if the Event holder is not the property owner of the sign location		

Sign Company Information <input type="checkbox"/> Applicant	Sign Company Name		
	Contact Name	Bus. Telephone No.	Cell No.
	Email:		

Please Note:

- 1) All applications are accepted on the understanding that prior to application the owner/applicant has thoroughly investigated the zoning requirements applicable to his/her lands and that the application complies in all respects.
- 2) Permit applications are processed in the order received. If this form indicates that all required information/documentation and approvals have been submitted then your application will be reviewed in due course. **If not, it is your responsibility to provide the missing information/documentation to further the issuance of this permit.**
- 3) Applicants and owners are reminded that **THE SIGN MAY NOT BE INSTALLED** until the application has been processed and the required permit issued. **Non-compliance will result in an additional, special investigation fee being applied.**
- 4) The owner/applicant hereby acknowledges having read and understood the information contained on this form.
- 5) The owner/applicant certifies that all information provided is true.

Applicants Signature	Date	Accepted By	Date
Examined By	Date	Approved By	Date

Schedule "1"

BANNER SIGNS

Banner signs are permitted on properties in commercial, employment, or institutional zones, provided that a valid sign permit is obtained from the Town and are subject to the following restrictions:

- a) Permit shall be issued for a period not exceeding 30 days.
- b) Not more than 8 permits may be issued for same business at the same location in any calendar year. Such permits may be issued for consecutive periods of time.
- c) Where premises are occupied by more than one owner or tenant, only one permit shall be issued for the same period of time.
- d) Each wall mounted sign shall not exceed 3.5 square metres in sign area.
- e) Sign must not be located lower than 2.4 metres from the grade of the premises.
- f) Sign must not extend over any portion of a highway or public thoroughfare except for special event signs approved by the Town.
- g) Upon the expiry of a permit for a banner sign, the banner sign must be immediately removed.

No person engaged in a business shall erect, install, post, display or maintain or cause to be erected, installed, posted, displayed or maintained any sign on any premises except on the premises upon which such business is located and provided the written consent of the Owner of the property is obtained.

Where a banner sign is erected, displayed, altered, repaired, is not maintained, or is in contravention of the provisions of this the Portable Sign By-law 2016-165-RE, such sign shall be removed at the direction of the Town without notice, at the expense of the sign owner.

The owner/applicant hereby acknowledges having read and understood the information contained on this form.

Signature

Date

Schedule "2"

FEATHER BANNER SIGNS

Feather banner signs are permitted on properties in commercial, employment, or institutional zones, provided that a valid sign permit is obtained from the Town and are subject to the following restrictions:

- a) Permit shall be issued for a period not exceeding 30 days.
- b) Not more than 2 permits may be issued for same owner, tenant, or occupant, at the same location in any calendar year.
- c) Where premises are occupied by more than one owner or tenant, only one permit shall be issued for the same period of time.
- d) Each sign shall not exceed 3.5 square metres in sign area and height not to exceed 2.4 meters.
- e) Signs are not located within 1 metre from the edge of a curb, a sidewalk that abuts a curb or a shoulder of a highway.
- f) A maximum number of 5 feather banner signs permitted per property and not located within 5 metres of another feather banner sign or an adjacent property line.
- g) Upon the expiry of a permit for a feather banner sign, the feather banner sign must be immediately removed.
- h) Not permitted in Downtown Stouffville as per Schedule "A".

No person engaged in a business shall erect, install, post, display or maintain or cause to be erected, installed, posted, displayed or maintained any sign on any premises except on the premises upon which such business is located and provided the written consent of the Owner of the property is obtained.

Where a feather banner sign is erected, displayed, altered, repaired, is not maintained, or is in contravention of the provisions of this the Portable Sign By-law 2016-165-RE, such sign shall be removed at the direction of the Town without notice, at the expense of the sign owner.

The owner/applicant hereby acknowledges having read and understood the information contained on this form.

Signature

Date

Schedule "3"

INFLATABLE SIGN

Inflatable signs are permitted on properties in commercial, employment, or institutional zones, provided that a valid sign permit is obtained from the Town and are subject to the following restrictions:

- a) Permit shall be issued for a period not exceeding 30 days.
- b) Where premises are occupied by more than one owner or tenant, only one permit shall be issued for the same period of time.
- c) Not more than 2 permits may be issued for same owner, tenant, or occupant, at the same location in any calendar year.
- d) Power cords and/or supporting devices for inflatable signs shall not be placed on or over parking areas or pedestrian areas.
- e) Inflatable signs shall not be placed on a parking space, aisle, or pedestrian areas.
- f) Upon the expiry of a permit for an inflatable sign, the inflatable sign must be immediately removed.
- g) Not permitted in Downtown Stouffville as per Schedule "A".

No person engaged in a business shall erect, install, post, display or maintain or cause to be erected, installed, posted, displayed or maintained any sign on any premises except on the premises upon which such business is located and provided the written consent of the Owner of the property is obtained.

Where an inflatable sign is erected, displayed, altered, repaired, is not maintained, or is in contravention of the provisions of this the Portable Sign By-law 2016-165-RE, such sign shall be removed at the direction of the Town without notice, at the expense of the sign owner.

The owner/applicant hereby acknowledges having read and understood the information contained on this form.

Signature

Date

Schedule "4"

MOBILE SIGNS

Mobile signs are permitted on properties in commercial, employment, or institutional zones, provided that a valid sign permit is obtained from the Town and are subject to the following restrictions:

- a) Not more than 2 permits may be issued for same owner, tenant, or occupant, at the same location in any calendar year and permit shall be issued for a period not exceeding 15 days.
- b) Where premises are occupied by more than one owner or tenant, only one permit shall be issued for the same period of time.
- c) Notwithstanding section 9 (b), for lots other than corner lots with a street line greater than 100 metres or for corner lots with a street line of more than 25 metres, not more than 2 mobile signs will be permitted at any one time provided all other setback requirements are met.
- d) The sign must meet the following setbacks:
 - i. 15 metres from an intersection or traffic signal;
 - ii. 3 metres from any driveway or property line;
 - iii. 30 metres from any other mobile sign;
 - iv. for a corner lot, each sign shall be on different street lines.
- e) Sign shall have a maximum of two (2) sign faces and no one sign face shall have an area of greater than 4.5 square metres.
- f) Sign shall not exceed 2.45 metres in height from grade.
- g) Signs shall not be erected in a parking space.
- h) Upon the expiry of a permit for a mobile sign, the mobile sign must be immediately removed.
- i) Not permitted in Downtown Stouffville as per Schedule "A".

No person engaged in a business shall erect, install, post, display or maintain or cause to be erected, installed, posted, displayed or maintained any sign on any premises except on the premises upon which such business is located and provided the written consent of the Owner of the property is obtained.

Where a mobile sign is erected, displayed, altered, repaired, is not maintained, or is in contravention of the provisions of this the Portable Sign By-law 2016-165-RE, such sign shall be removed at the direction of the Town without notice, at the expense of the sign owner.

The owner/applicant hereby acknowledges having read and understood the information contained on this form.

Signature

Date

Schedule "5"

TEMPORARY SIGNS

Temporary signs are permitted for Special Events as defined in this By-law and may be placed on public lands, provided that a valid sign permit is obtained and are subject to the following restrictions:

- a) A sign permit for a Special Event shall be issued for a maximum of 21 days prior to the date of the Special Event.
- b) Signs must be removed no later than 48 hours after the Special Event.
- c) Sign shall have a maximum of two (2) sign faces and no one sign face shall have an area of greater than 0.37 square metres.
- d) A maximum of 50 temporary signs per permit shall be allowed within the Town.
- e) The sign must meet the following setbacks:
 - i. 15 metres from an intersection or traffic signal;
 - ii. 3 metres from any driveway or property line;
 - iii. 10 metres from any other temporary sign.
- f) May not contain commercial advertisement except to identify sponsors of the event.
- g) Prior to issuing a permit, the Town may request appropriate documentation confirming the status of a charity or non-profit organization.
- h) Where a sign is proposed to be located on municipal property, the owner of said sign shall provide a letter of indemnification for the Town to be held safe and harmless and that the Town be added to the owner's insurance for liability in the amount of \$2,000,000.00.

No person engaged in a business shall erect, install, post, display or maintain or cause to be erected, installed, posted, displayed or maintained any sign on any premises except on the premises upon which such business is located and provided the written consent of the Owner of the property is obtained.

Where a temporary sign is erected, displayed, altered, repaired, is not maintained, or is in contravention of the provisions of this the Portable Sign By-law 2016-165-RE, such sign shall be removed at the direction of the Town without notice, at the expense of the sign owner.

The owner/applicant hereby acknowledges having read and understood the information contained on this form.

Signature

Date