

For Use by Town Staff

Date Received: _____ Permit Number: _____

A. Project information

Street Address: _____ Lot/Con: _____

Lot Frontage: _____ m

Estimated Construction Value: \$ _____

Does the proposed sign pertain to one or more new / existing business(es) on the premises?

Yes ____ No ____

If yes, please provide name(s) of business(es): _____

Are there any other signs present on the property? Yes ____ No ____

If Yes, list: _____

If yes, number of existing ground signs: _____

Total number of existing signs: _____

B. Sign details

Proposed work is: ____ newly erect ____ alter ____ repair ____ relocate ____ electrical

Size of sign: ____ m x ____ m = ____ m² Min. height above grade _____ m

Total height _____ m Proposed Installation Date: _____

Sign is covered by insurance for damage/injury? ____ Yes ____ No

Is sign a projection sign? ____ Yes ____ No Projection: _____ m

Type and Number of signs to be erected:

No.	x	Type	No.	x	Type	No.	x	Type
		Awning			Banner			Canopy
		Construction			Directional			Directory
		Ground			Mobile			Neon (No Flashing)
		Pole			Projecting			Sandwich
		Subdivision			Temp. Window			Wall
		Window						

Sign finish: ____ painted ____ plastic ____ neon ____ wood ____ electronic

C. Applicant

Applicant is: ____ Owner or ____ Authorized Agent of Owner
(if selected complete and attach authorization form)

Last Name: _____ First Name: _____

Corporation or Partnership: _____

Street Address: _____ Unit No. _____

Municipality: _____ Postal Code: _____

Province: _____ Email: _____

Telephone Number: _____ Cell Number: _____

D. Owner (if different from applicant)

Last Name: _____ First Name: _____

Corporation or Partnership: _____

Street Address: _____ Unit No. _____

Municipality: _____ Postal Code: _____

Province: _____ Email: _____

Telephone Number: _____ Cell Number: _____

E. Sign Contractor

Last Name: _____ First Name: _____

Corporation or Partnership: _____

Street Address: _____ Unit No. _____

Municipality: _____ Postal Code: _____

Province: _____ Email: _____

Telephone Number: _____ Cell Number: _____

F. Declaration of applicant

I the applicant, acknowledge that the information contained in this application, attached plans and specifications, and other attached documentation is true to the best of my knowledge and that if the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date: _____ Signature: _____

Personal information contained in this form is collected under the authority of subsection 8(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992.

Completing this Form -

Required Supplemental Information

In addition to the submission of this completed form the submission must also include a drawing/diagram/picture of the sign as well as the intended wording of the sign.

Other Approvals

Please note approvals from the Municipal Heritage Committee, Regional Municipality of Niagara, Niagara Parks Commission, Ministry of Transportation, Niagara Escarpment Commission, or Niagara Peninsula Conservation Authority may be required. If required approval will need to be obtained prior to the issuance of a sign permit.

Please submit all required information to the:

Town of Niagara-on-the-Lake, 1593 Four Mile Creek Road, Virgil, Ontario L0S 1T0

Checklist

A. Project information

Street Address: _____ Unit No. _____

This form describes conditions where approvals from various other agencies are required before a sign permit can be issued.

It is recommended that these approvals be completed prior to applying for a building permit, failing to do so may delay or prevent permit issuance.

B. Heritage - Town of Niagara-on-the-Lake Planning Department

Are you proposed to erect a sign located with the Heritage Conservation District or on a home listed on the Town of Niagara-on-the-Lake heritage inventory?

Is the building/property designated or in the process of being designated?

C. Regional Municipality of Niagara

Is the property located on or near a Regional Road?

D. Niagara Escarpment Commission

Does the property existing within the jurisdiction of the Niagara Escarpment Commission?

E. Niagara Peninsula Conservation Authority

Does the property abut a ravine, watercourse, wetland or shoreline?

F. Niagara Parks Commission

Is the property located on or near the Niagara River Parkway?

G. Ministry of Transportation

Are planning to erect or alter a sign or advertising device on a property within 400m (¼ mile) of any Provincial Highway Right-of-Way, you may require a permit. There are certain restrictions as to setback, size and location, which you should be familiar with before proceeding.

Information can be found at this link:

<http://www.mto.gov.on.ca/english/engineering/management/corridor/signs.shtml>

Authorized Agent Authorization Form

A. Project information

Street Address: _____ Unit No. _____

B. Party to be authorized

Last Name: _____ First Name: _____

Corporation or Partnership: _____

Street Address: _____ Unit No. _____

Municipality: _____ Postal Code: _____

Province: _____ Email: _____

Telephone Number: _____ Cell Number: _____

C. Declaration of Owner

I, _____, being the Registered Owner of the above property hereby authorize the party stated in Section B of this form to make application for a sign permit on my behalf to Building Services of the Town of Niagara-on-the-Lake in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

Signature: _____

Personal information contained in this form is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*.

Drawing Requirements

1. A site plan to scale (one (1) full size copy and one (1) reduced copy (11 x 17 maximum)) showing the following:
 - a) The boundaries and dimensions of the subject land;
 - b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, the rear yard lot line and the side yard lot lines;
 - c) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
 - d) The current uses on land that is adjacent to the subject land, such as residential agricultural and commercial uses;
 - e) The location, width and name of any roads within or abutting the subject land;
 - f) The location and nature of any easement affecting the subject land.
2. A graphic showing the dimensions of the proposed sign.