



TOWN OF
WHITCHURCH-STOUFFVILLE

111 Sandiford Drive, Stouffville, ON L4A 0Z8

Customer Service Centre: 905-640-1900
 Toll Free: 1-855-642-TOWN (8696)
Automated: 905-640-1910
 Toll Free: 1-855-642-TOWS (8697)
Fax: 905-640-7957

TEMPORARY SIGN APPLICATION FORM

FOR OFFICE USES ONLY	
Permit Application Number	TS
Application Date	
Area Code	
Roll Number	

Event Information	Proposed Start Date:	End Date:		
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
Sign Details (Event Title & date(s))				
Site address for this Sign (Location)		intersection		
Company information (Event holder) <input type="checkbox"/> Applicant	Company Name		Contact Name	
	Full Address	City/Town	Postal Code	
	Email:	Bus. Telephone No.		
		Cell No.		
Property owner Information (if different than Event holder)	Company Name		Contact Name	
	Full Address	City/Town	Postal Code	
	Email:	Bus. Telephone No.		
	<input type="checkbox"/> Letter of permission attached		Cell No.	
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 "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