

SIGN PERMIT APPLICATION

Town of New Tecumseth Sign By-law No. 2013-156



Please return this application to:
Town of New Tecumseth
10 Wellington Street, Alliston, ON, L9R 1A1
Tel: (705) 435-3900 Fax: (705) 435-2873

This application form must be completed in its entirety and submitted to the Town for consideration. Complete and accurate submissions are required to ensure that the file can be processed. **Incomplete or inaccurate applications will be returned to the applicant for re-submission.**

PORTABLE (MOBILE) SIGNS - APPLICATION CHECKLIST

- Fully complete all parts of your application form.
- Sign the application form in all the appropriate locations. If you are not the owner of the property Applicant can fill out section 6 of the application form and the owner is to supply a letter of consent.
- Attach the applicable nonrefundable fee. Cheques are to be made payable to the Town of New Tecumseth.
- Attach approval from the MTO or the County of Simcoe if the aforementioned sign is fronting onto their roadway or highway.
- Attach proof of liability insurance from the sign company provider or property owner.
- Attach two (2) copies of scaled drawings, demonstrating specifications of the portable sign. Please include sign size, shape, colour scheme, and advertisement copy.
- Attach two (2) copies of scaled drawing/map showing the adjacent streets, sidewalks, walkways, property lines, street frontage, adjacent buildings, structures and signs. Please indicate exact map location of proposed sign.

PERMANENT & NON-PORTABLE SIGNS - APPLICATION CHECKLIST

- Fully complete all parts of the application form.
- Sign the application form in the appropriate locations. If you are not the owner of the property section 6 of the application form is to be signed by the owner.
- Attach the applicable nonrefundable fee. Cheques are to be made payable to the Town of New Tecumseth.
- Attach approval from the MTO or the County of Simcoe if the aforementioned sign is fronting onto their roadway or highway
- Attach proof of liability insurance of the property owner or business owner.
- Attach two (2) copies of scaled drawings, demonstrating specifications of the portable sign. Please include sign size, shape, colour scheme, and advertisement copy.
- Attach two (2) copies of scaled drawing/map showing the adjacent streets, sidewalks, walkways, property lines, street frontage, adjacent buildings, structures and signs. Please indicate exact map location of proposed sign.
- For **Wall Signs**, additional scaled drawings, showing the location on the building where the sign will be affixed, with a description of the method sign will be affixed to the building. Attach two (2) copies or one (1) copy with an electronic, PDF file.

Please Note: Additional information may be required to determine compliance with the By-law. Permanent Signs may require a Building Permit. A Building Permit Application is available through the Building Standards Dept. **For more information contact Lesley Elkington, Clerks Department: email lelkington@newtecumseth.ca or phone 705-435-3900 x1310.**

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FEE SCHEDULE

Town of New Tecumseth Fees & Charges By-Law No. 2013-157

SIGNS NOT LOCATED ON OR PROJECTING OVER MUNICIPAL PROPERTY

Sign face is 1 square meter (10 sq. ft) or less	\$65.00 per sign
Sign face is greater than 1 square meter (10 sq. ft.)	\$65.00 for the first square meter of sign face plus \$25.00 per square meter or portion thereof.
<u>SHORT TERM SIGN</u>	Calculated same as above. Charged based on 15 day occasions not to exceed 45 days per calendar year.
<u>PORTABLE (MOBILE) SIGN</u>	\$150.00 per sign, per occasion (maximum of 30 days per occasion up to 3 occasions per calendar year)
<u>SANDWICH BOARD SIGN & LAND DEVELOPMENT A FRAME SIGNS</u>	\$90.00 per sign.
<u>BILLBOARD SIGN</u>	\$65.00 per application plus \$20.00 per square meter (10 square feet) or portion thereof.

SIGNS LOCATED ON OR PROJECTING OVER MUNICIPAL PROPERTY

Sign face is 1 square meter (10 sq. ft) or less	\$115.00 per sign
Sign face is greater than 1 square meter (10 sq. ft.)	\$115.00 for the first square meter of sign face plus \$25.00 per square meter or portion thereof.
<u>SHORT TERM SIGN</u>	Calculated same as above. Charged based on 15 day occasions not to exceed 45 days per calendar year.
<u>PORTABLE (MOBILE) SIGN</u>	\$150.00 per sign, per occasion (maximum of 30 days per occasion up to 3 occasions per calendar year)
<u>SANDWICH BOARD SIGN & LAND DEVELOPMENT A FRAME SIGNS</u>	\$115.00 per sign.

BUILDING PERMIT APPLICATIONS

Permanent wall and ground signs may require a Building Permit. Building Permit Applications are processed through the Building Standards Department. **The fee for a Building Permit Application is \$89.00.**