



CITY OF STRATFORD
APPLICATION FOR SIGN PERMIT

APPLICATION ONLY

DATE RECEIVED: _____
PERMIT NUMBER: _____

WORK SHALL NOT COMMENCE UNTIL A PERMIT IS ISSUED

1. **PROPERTY OWNER:** _____
Address: _____
Postal Code: _____ Phone: _____ Fax: _____
Email: _____
2. **APPLICANT (IF ANY)** _____
Address: _____
Postal Code: _____ Phone: _____ Fax: _____
Email: _____
3. **NAME OF ERECTING COMPANY (IF APPLICABLE):** _____
Address: _____
Postal Code: _____ Phone: _____ Fax: _____
Email: _____
4. **Proposed sign location (address):** _____
5. **Is sign being erected on private property or over public property?** _____
6. **Is an encroachment agreement required (Does the signage project over public property)?** _____
7. **Is the proposed sign located in the Heritage Conservation District?** _____
8. **Is the proposed sign located within 12 horizontal feet of overhead power lines?** _____
9. **Type of sign to be erected (fascia, ground, sandwich board, inflatable, other)** _____
10. **If proposed sign is ground sign, what is the height of the sign?** _____ (STRUCTURAL REVIEW MAYBE REQUIRED)
11. **Is sign electrically illuminated (state by which method)?** _____
12. **If sign is temporary, A) what is installation date? B) what is removal date?** _____
13. **Does any other signage exist on the property (what type)?** _____
14. **Construction value of sign:** _____ **Cost of erection:** _____
15. **What is the existing use of the property upon which sign is to be erected?** _____
16. **What is the proposed use of the property?** _____
17. **Is a new suite/unit being created?** _____
18. **Is any new construction proposed?** _____

Please submit a site plan drawing and a sign proposal with your sign permit application. The requirements for a site plan drawing and sign proposals are attached to the application form.

Personnel information contained on this form is collected pursuant to the Municipal Act, and will be used for the purpose of responding to your application. Questions about this collection should be directed to the City Clerk, who can be reached at (519) 271-0250, ext. 237.

SITE PLAN DRAWING REQUIREMENTS

All plans and drawings accompanying a sign permit application for a permanent sign 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 municipal address and legal description of the property;
3. The existing or proposed use of the property;
4. The zoning category of the property;
5. The location of all existing buildings and their entrances;
6. The location of all driveways and parking areas on the property;
7. The location and dimensions of the frontage and all boundaries of the property on which the sign is proposed to be erected;
8. The location of the proposed sign on the property;
9. 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; and

PROPOSAL OF SIGN TO BE ERECTED

- 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 to Applicants: When submitting a sign permit application, each different type of sign has certain requirements that must accompany the application. Site plan examples for different types of signs have been attached for your reference. In addition, an example of different types of signs have been provided outlining the requirements. Please use these as a guide when designing your own site plan and drawings.

SIGN PERMIT CHECKLIST (THIS CHECKLIST MUST BE COMPLETED FOR THE APPLICATION TO BE PROCESSED)

- Application Fee(s) Included
- Completed Application Form
- Two sets of the following scale drawings:
- Site Plan Drawing
- Sign Construction Drawing

NOTE: Construction drawings for ground signs > 7.5 m (24' 7") or projecting signs > 115 kg (254 lb) shall be stamped by a Professional Engineer

DECLARATION

It is understood that the issuance of a permit shall not be deemed a waiver of any of the requirements of all applicable Ontario Statutes and/or By-laws and Regulations of the City of Stratford.

I am the Owner or Authorized Agent of the owner named in the above application and I certify the truth of all the statements or representations contained therein or attached thereto. I agree, if a permit is issued, not to depart from the plans and specifications or sign location proposed in this application.

I further agree to maintain the Sign in good condition, to keep it painted and in the case of an illuminated Sign, to keep all illuminating devices in good working order. I agree that in the event that the owner of such Sign fails to maintain, clean or keep illuminated the Sign within thirty (30) days after having received a written notice from the Chief Building Official, that the Chief Official may remove such Sign in accordance with the Sign By-Law of the City of Stratford.

I further agree to remove or permit the City of Stratford to remove the said Sign when notice is given in accordance with the Sign By-Law of the City of Stratford.

I also further agree that I will indemnify and keep indemnified the City of Stratford from and against all actions, suits, claims, and demands which may be brought against the City and from all loss, costs, damages and expenses which may be paid or incurred to the City in consequence of the removal and/or subsequent storage of the said Sign in the yard of the Department of Public Works of the City of Stratford.

Dated AT STRATFORD, ONTARIO _____

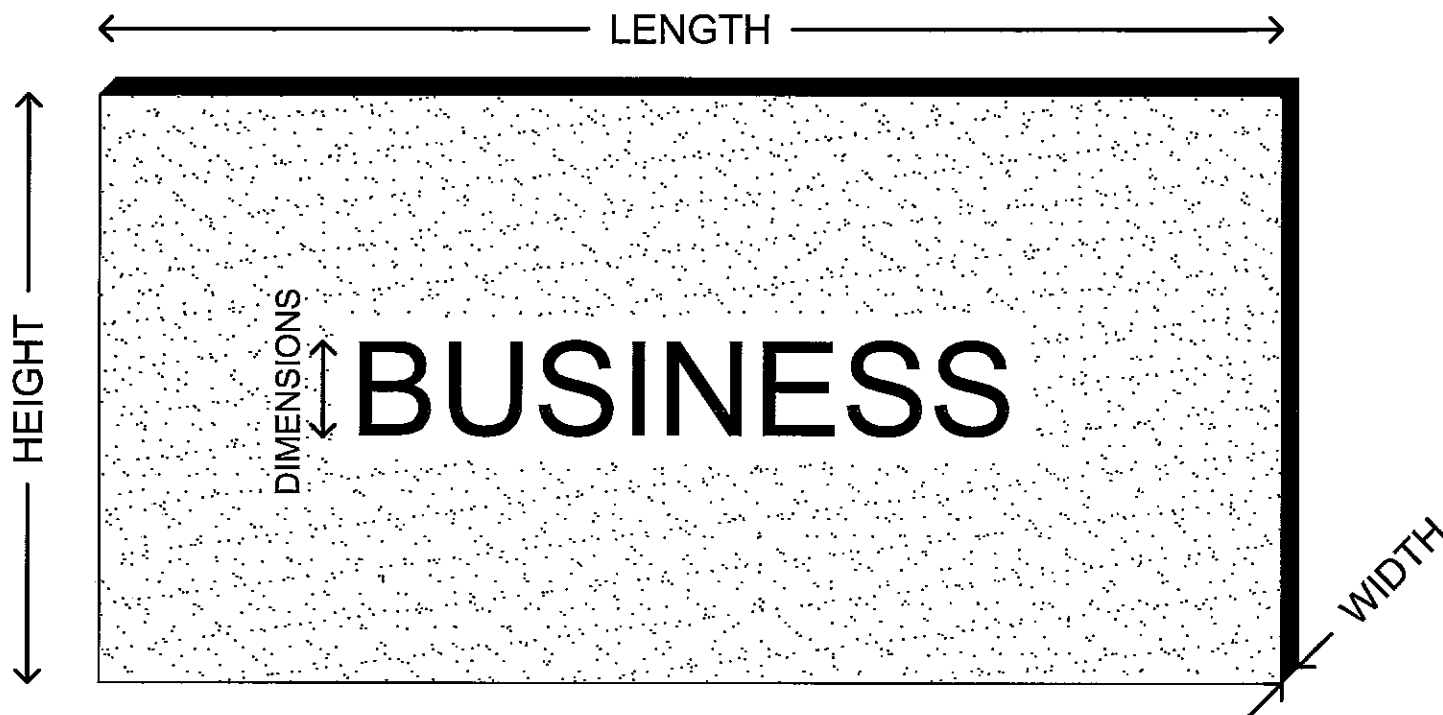
WITNESS

SIGNATURE OF OWNER OR AGENT

Permission is hereby granted for the erection of a Sign(s) in accordance with the information given in the Application and Governed by all relevant Regulations.

DATE OF ISSUE

CHIEF BUILDING OFFICIAL



****INDICATE SIGN GRAPHICS, MATERIALS, SIGN AREA, TEXT AND COLOURS TO BE USED**



THE CORPORATION OF THE CITY OF STRATFORD
BUILDING and PLANNING DEPARTMENT

STANDARD SIGN REQUIREMENTS

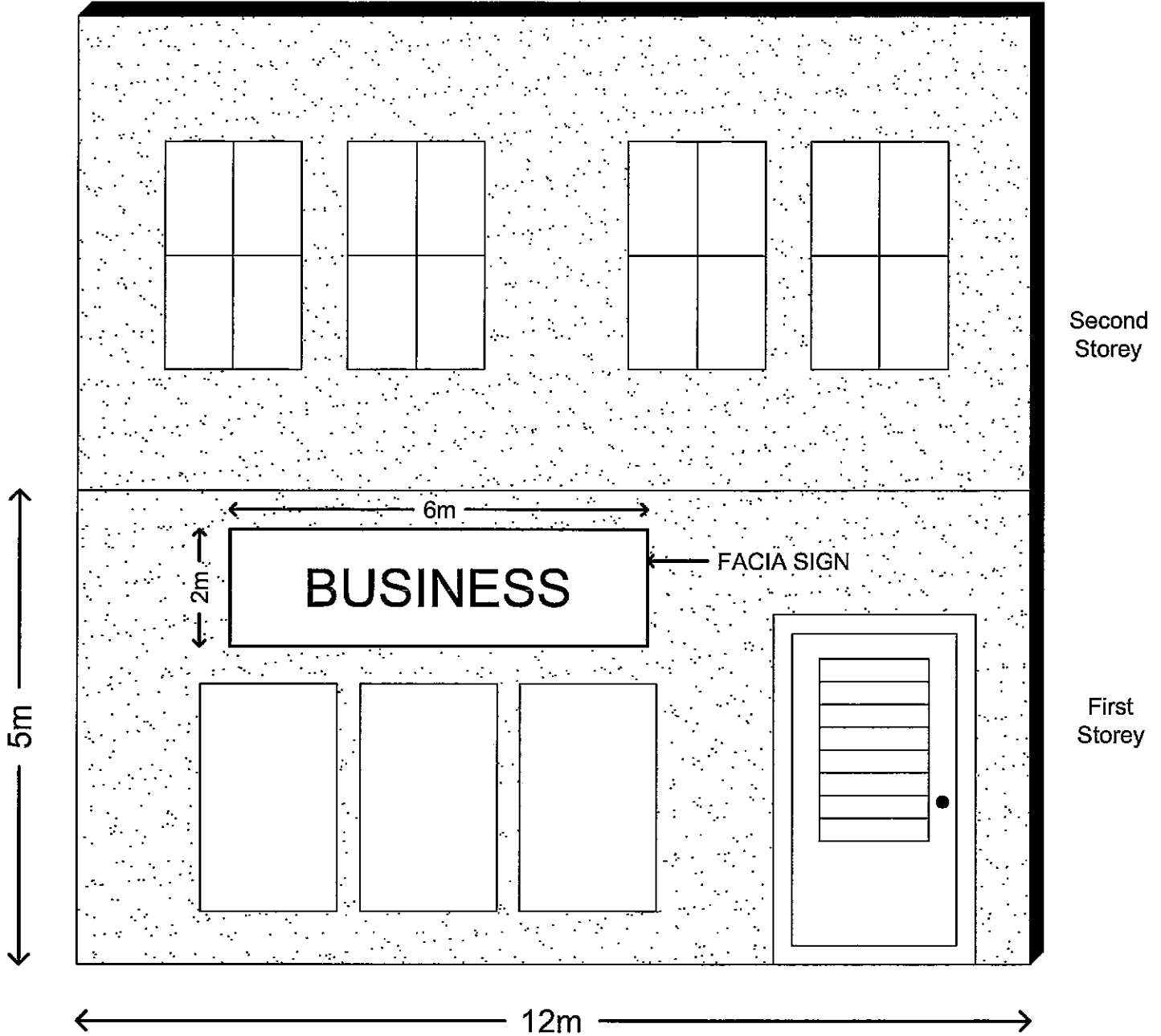
Drawn By: S.Mc.

Date: JUNE 2005

Revision:

Approved By:

B.D.



123 Main Street
 Business
 C3 Zoning

Building face of first storey = 60 m²

Maximum area of facia sign = 20% of building face or not greater than 12 m²

****SEE SECTIONS 5.2, 10.0, 12.0 TO 14.0 AND 16.0 FOR ADDITIONAL REQUIREMENTS AS APPLICABLE**



THE CORPORATION OF THE CITY OF STRATFORD
 BUILDING and PLANNING DEPARTMENT

FACIA SIGN SAMPLE PERMIT DRAWING

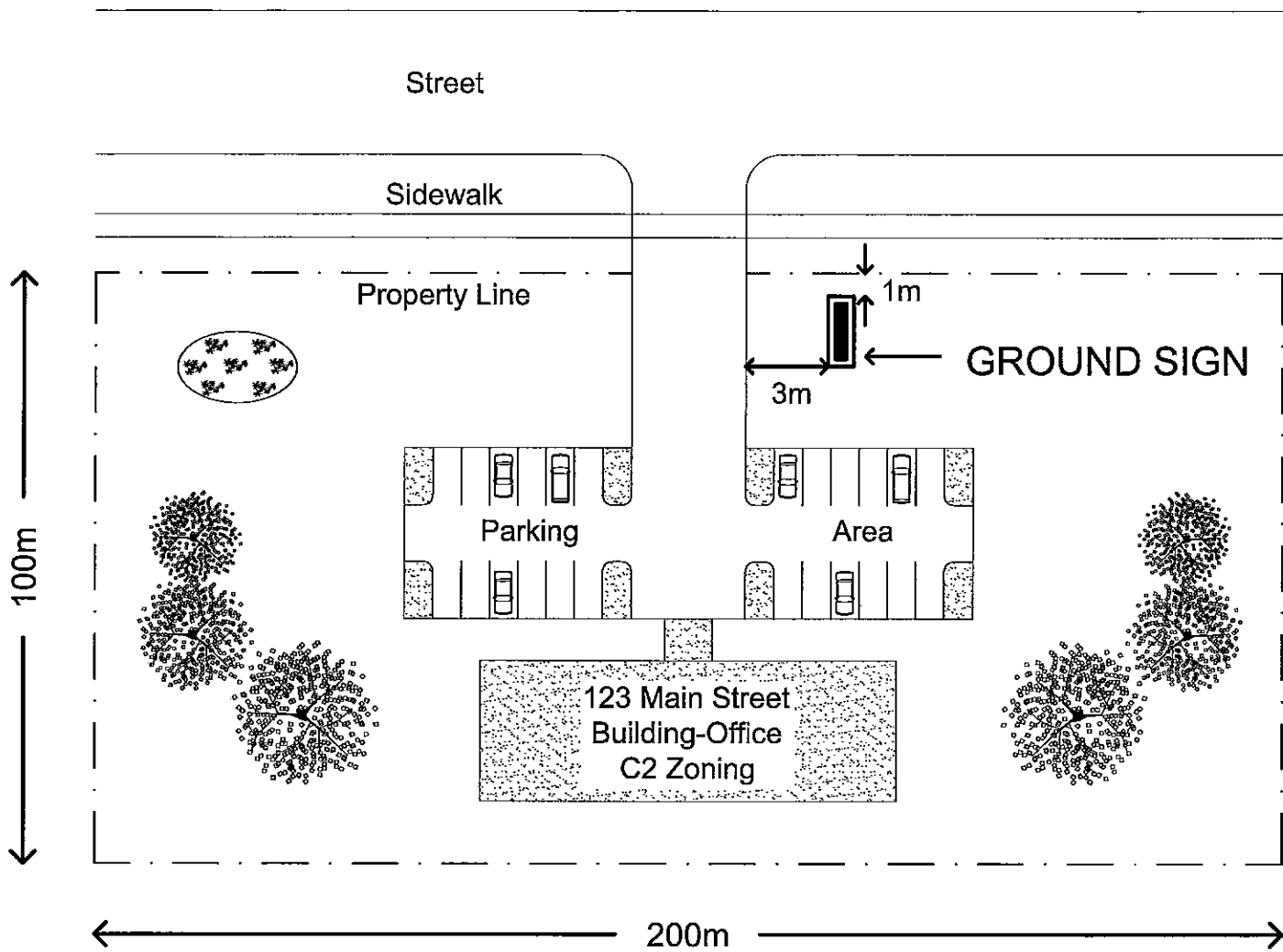
Drawn By: S.Mc.

Date: JUNE 2005

Revision:

Approved By:

B.D.



****SEE SECTIONS 5.3, 10.0 AND 12.0 TO 15.0 FOR ADDITIONAL REQUIREMENTS AS APPLICABLE**



THE CORPORATION OF THE CITY OF STRATFORD
BUILDING and PLANNING DEPARTMENT

GROUND SIGN SAMPLE PERMIT DRAWING

Drawn By: S.Mc.

Date: JUNE 2005

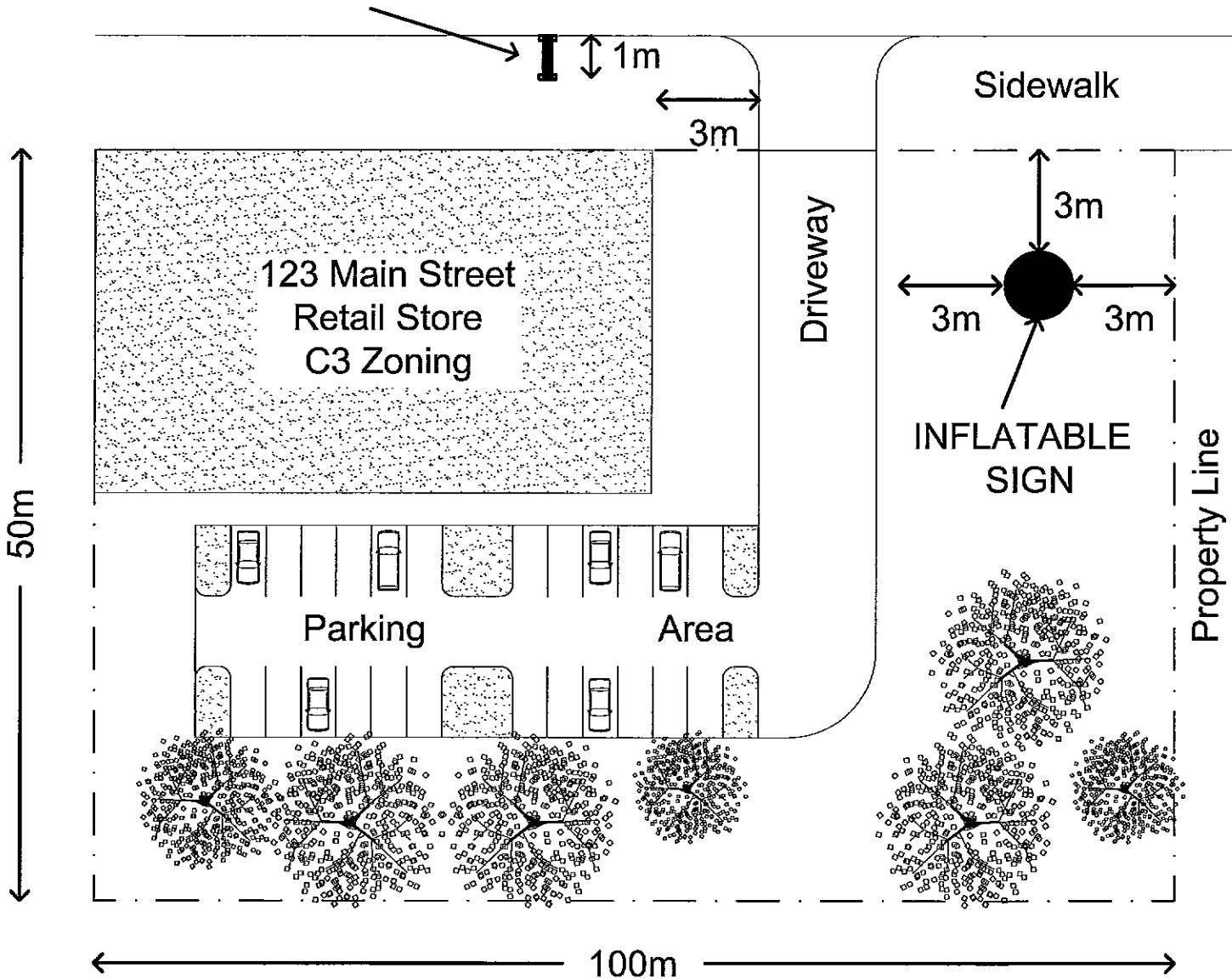
Revision:

Approved By:

B.D.

SIDEWALK SIGN

- Minimum 3m setback from driveway
- Position within 1m setback from curb line

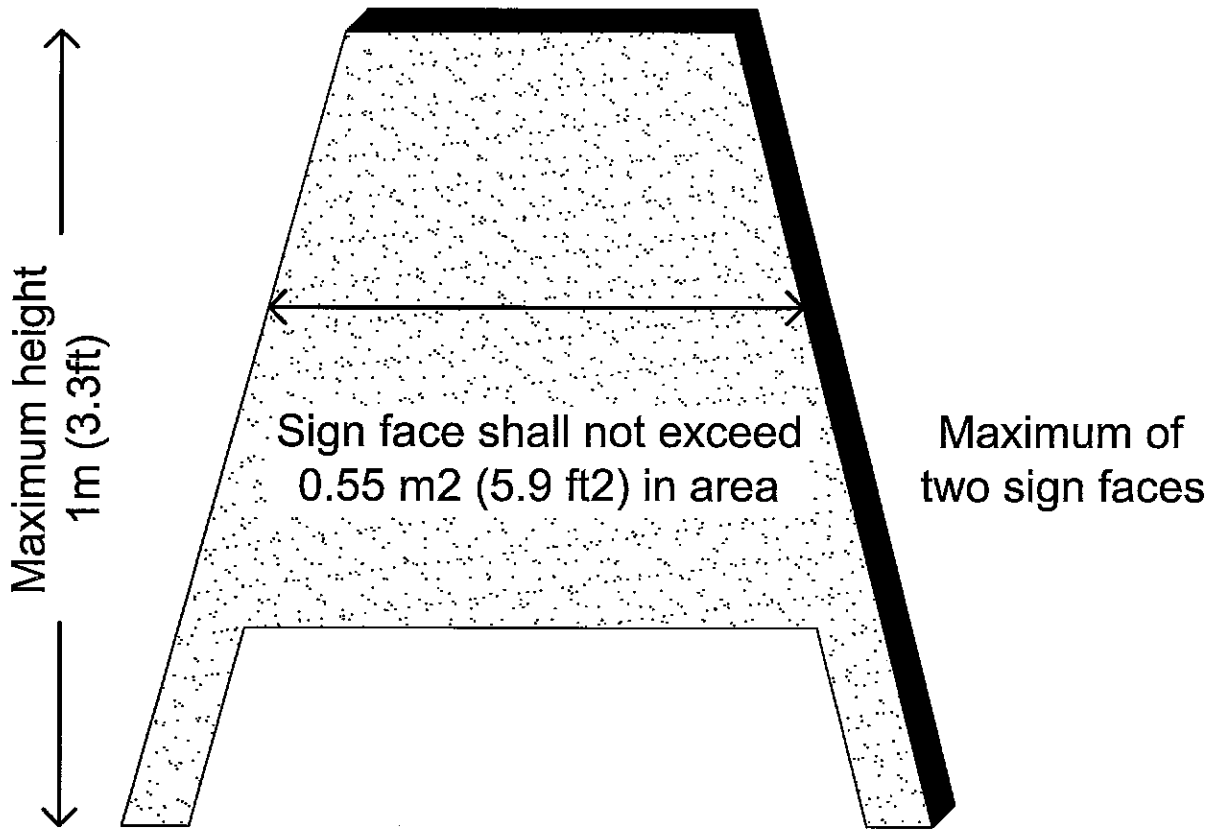


****SEE SECTIONS 5.4, 10.0, 11.0, 20.3 AND 20.8 FOR ADDITIONAL REQUIREMENTS AS APPLICABLE**



INFLATABLE AND SIDEWALK SIGN SAMPLE PERMIT DRAWING

Drawn By: S.Mc.
Date: JUNE 2005
Revision:
Approved By: B.D.



****SEE SECTIONS 10.0, 11.0 AND 20.3 FOR
ADDITIONAL REQUIREMENTS AS APPLICABLE**



THE CORPORATION OF THE CITY OF STRATFORD
BUILDING and PLANNING DEPARTMENT

**SIDEWALK SIGN
SAMPLE PERMIT
DRAWING**

Drawn By: S.Mc.

Date: JUNE 2005

Revision:

Approved By:

B.D.

2012 INDEXED FEES – 2.85% INCREASE

DRIVEWAY WIDENING	\$105.00
SIGN PERMIT	\$193.00
SIGN VARIANCE	\$522.00
AWNING	\$193.00
POOL (ABOVE GROUND)	\$209.00
POOL (IN-GROUND)	\$339.00
FENCE & HEDGE AMENDMENT	\$522.00
GROUP HOME (NEW)	\$156.00
GROUP HOME (RENEWAL)	\$131.00
B&B (1 ROOM)	\$156.00
B&B (EACH ADDITIONAL ROOM)	\$94.00
B&B (LATE FEE)	\$52.00
B&B (TRANSFER FEE)	\$26.00