



THE CORPORATION OF THE CITY OF KITCHENER

Permanent Sign Permit Application

Application takes approximately 5 weeks to process

Date: _____

Permit #: _____

Proposed Installation Date: _____

Fee: _____

Receipt No: _____

Location:

No. _____ Street _____ Unit # _____

Business:

Name of Business _____

Mail Permit To: Business: _____

Applicant: _____

Contractor: _____

Applicant:

Name _____ Address _____

Postal Code _____

Telephone _____

Sign Contractor:

Name _____ Address _____

Postal Code _____

Telephone _____

NOTE:

Prior to installation of any Billboard, Ground Supported or Tower sign(s), the Owner or Sign Contractor shall contact the City at 519-741-2200 ext. 7847 to arrange an inspection.

TYPE AND NUMBER OF SIGN(S) TO BE ERECTED:

Awning

Billboard

Construction Information

*Fascia

Ground Supported

New Home Development

*Projecting

Roof

Subdivision

Tower

Home Business Fascia

Is Sign in a Mixed Use Corridor? Yes No

Does Sign Contain Automatic Changing Copy? Yes No

* Fascia & Projecting applications to be accompanied by a photo or an architectural drawing of the building or portion of the building to which the sign is attached.

SUBMISSION NOTES:

- Two copies of a Site Plan, Elevation, and Foundation Detail must be submitted with application.
- A sign structure shall be designed by an Architect or Professional Engineer where it is a Ground Supported or Tower Sign which exceeds 1.8 metres in height, a Roof Sign which exceeds 9.29m², a Projecting Sign attached or fastened in any manner to a parapet wall or weighs more than 25 Kg.
- Property line location to be verified prior to installation of any signs to ensure compliance with approved location as shown on the site plan.

List ALL Other Signs Located on Property:

(all sign locations to be shown on site plan)

STATUTORY DECLARATION

I, _____ of the City of _____ In the Regional Municipality (County) of _____ Do Hereby Declare that:

- (A) I am The Owner, Authorized Agent of the Owner, The Tenant, Authorized Agent of the Tenant of the above-named premises (circle one).
- (B) I have personal knowledge of the particulars above stated.
- (C) All information and statements given on this application and on the drawings submitted herewith are to the best of my knowledge and belief true.
- (D) I know of no reason why the sign permit should not be granted to me pursuant to the application.

I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act."

Signature of Applicant _____

Address of Applicant _____

Date _____

OFFICE USE ONLY:

Zoning: _____ **Use:** _____ **Occ. Pmt.#** _____

MTO Approval Required: Yes _____ No _____ Permit No.
C of A Approval Required: Yes _____ No _____ Application No.
Heritage Property Yes _____ No _____

REGULATIONS REVIEWED:

SIGN TYPE: _____

SIGN TYPE: _____

	<u>Required</u>	<u>Provided</u>	<u>Complies</u>
Frontage: _____	_____	_____	_____
Sign Height: _____	_____	_____	_____
Sign Area: _____	_____	_____	_____
Setback: _____	_____	_____	_____
Clearance: _____	_____	_____	_____
Projection: _____	_____	_____	_____
Separation: _____	_____	_____	_____
Landscaping: _____	_____	_____	_____
Address: _____	_____	_____	_____
Visibility Triangles: _____	_____	_____	_____
Sign Width: _____	_____	_____	_____
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Comments: _____

Comments: _____

Reviewed By: _____
Date: _____

Fee Calculation: _____
