

MOBILE/SANDWICH BOARD SIGN APPLICATION



Property Address: _____

Applicant	Applicant is (please circle): Owner or Authorized agent of owner
Name:	
Applicant's Address:	
E-Mail:	
Telephone Number:	
Owner (if different from applicant):	

(If you are the authorized agent of owner please fill out the attached Letter of Authorization and submit with your application)

Duration of Sign (Maximum 90 days per calendar year for Mobile Signs):

From _____ to _____
 (date) (date)

Is the sign located in the **Downtown Sign Permit Area (DSPA)**? Yes No

If yes, please attach the required approval from the **Downtown Orillia Management Board (DOMB)**

DOMB Contact 705-325-3261

Is the sign located within 400 m of a Provincial highway? (Hwy 11 or Hwy 12) Yes No

If yes, please attach the required approval from the Ministry of Transportation (MTO).

Is the Sign Illuminated? Yes No

Sign Value (Installation & Material) \$ _____

A **Site Plan** depicting the location of the sign must be provided with this application. See attached Site Plan Submission Requirements.

A **Sign Diagram** must be provided with the application. See attached Sign Diagram Submission Requirements.

_____, 20__
 Signature of Owner or Applicant Date

For Administration Only	Review		Fee
Planning Division Director of Development Services and Engineering (Designee)	Name:	Date:	
	Comments:		Sign Permit No.

Submission Requirements for a Sign Permit: Mobile Sign or Sandwich Board Sign

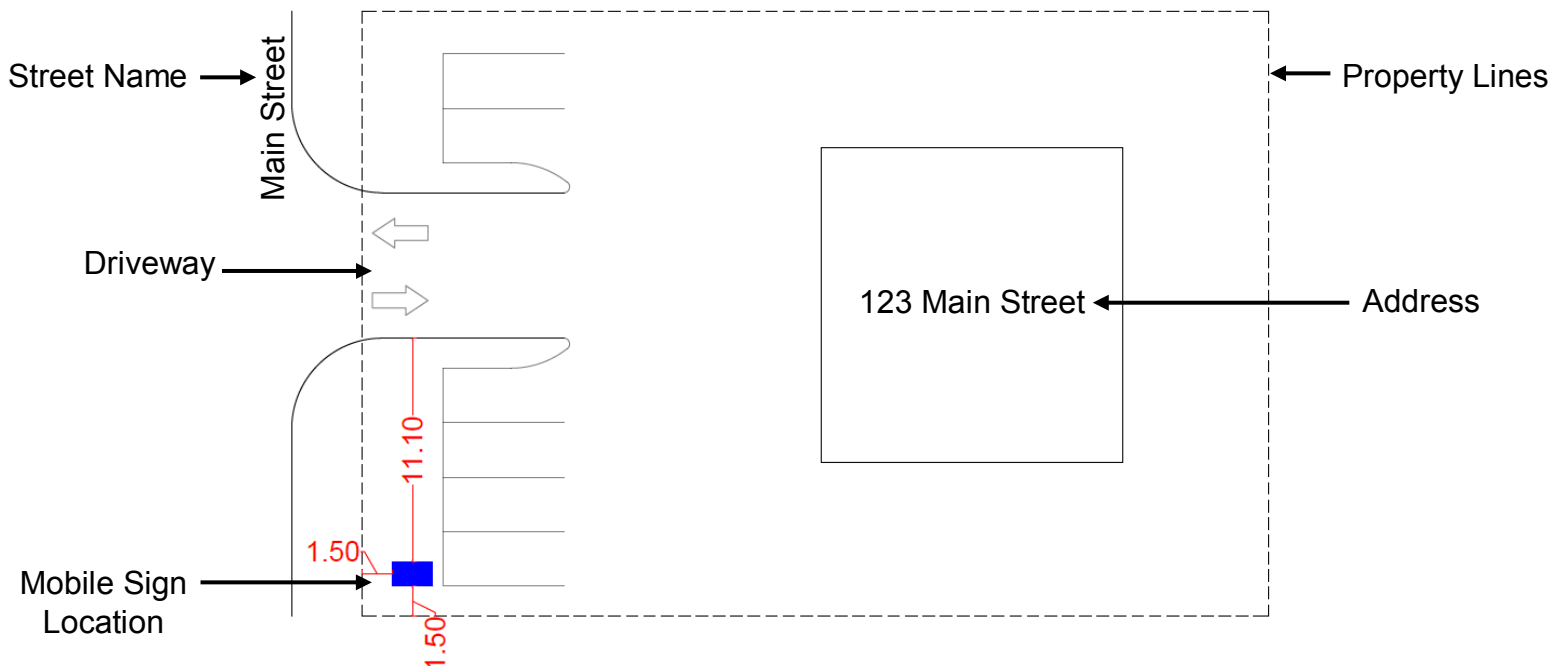
A site plan must identify the following:

1. Property lines
2. Street name (street names if a corner lot)
3. Address of property/business
4. Location of sign
5. Setbacks (distance in metres) from the proposed mobile sign to the:
 - a) Driveway line (minimum of 1.0m is required)
 - b) Side lot line (minimum of 1.5m is required)
 - c) Front lot line (minimum of 1.5m is required)
6. Setbacks (distance in metres) from the proposed sandwich board sign to the business premise.

Note that setbacks are measured from to property lines, not from sidewalks or streets.

If any of the information listed above is not provided, the approval of the permit may be delayed.

Example of a Site Plan for a Mobile Sign Permit:



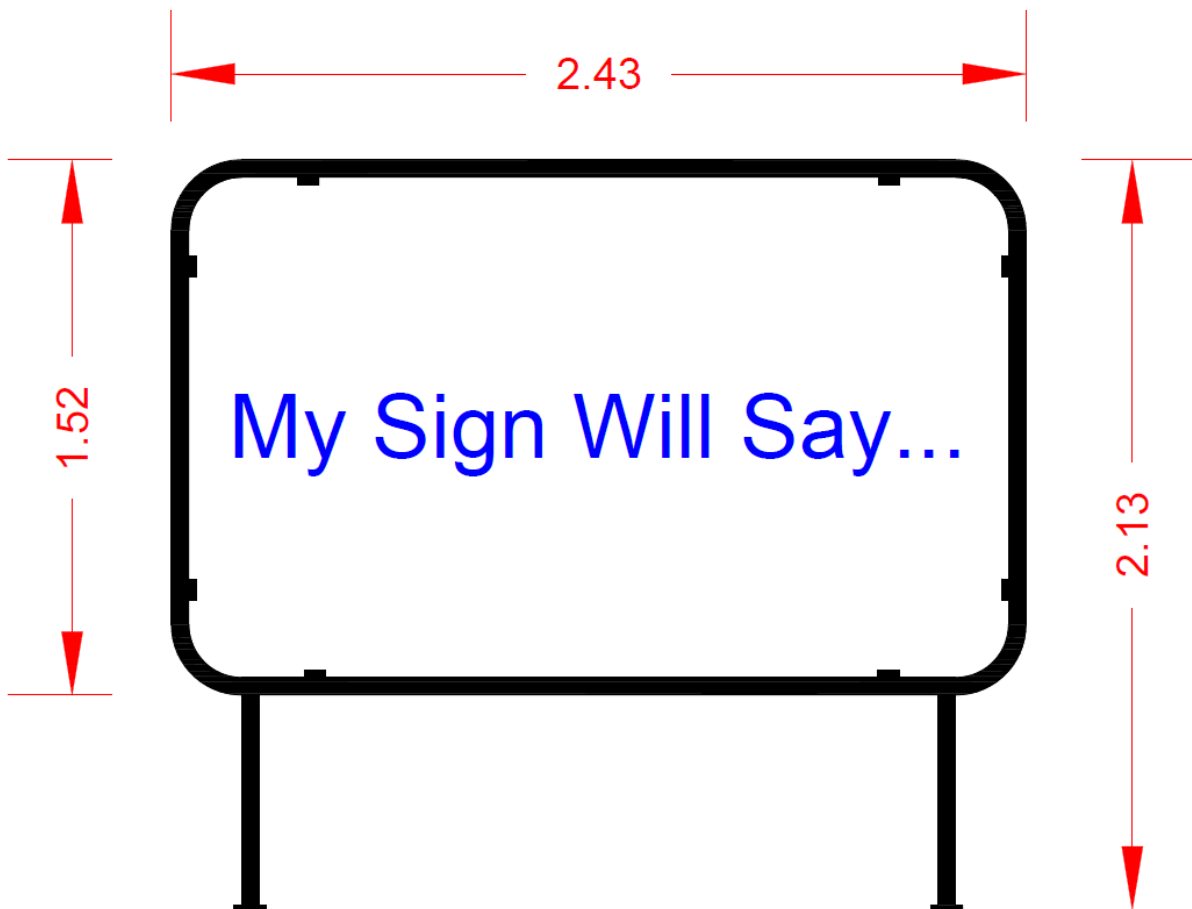
Sign Diagram

A sign diagram must include the following information:

1. Dimensions of the sign
2. What the sign will say
3. Sign colours and fonts (Sandwich Board Signs Only)

Note: Mobile signs are not permitted within the Downtown Sign Permit Area.

Example of a Sign Diagram:



Note: Dimensions are in metres.