

# By-law Enforcement Services

## Sign Permit Application

### FORM-BYL-100



2585 King Road  
King City, ON L7B 1A1

#### Application Process

To apply for a Sign Permit within King Township, please complete the applicable sections on the following pages and submit to By-law Enforcement Services. Applications are reviewed by By-law Enforcement Staff for conformity with the King's Sign By-law, site plans in force, and any other applicable laws and/or agreements. The requested sign permit will only be approved upon payment of the required fee. Additional pages may be attached as needed.

Applications may be submitted in-person, by mail, or by e-mail to [by-law@king.ca](mailto:by-law@king.ca). Please note that electronic (e-mail) submissions are the preferred method of sign permit applications. Temporary Sign Permits may be applied for online through the Township's website at [www.king.ca](http://www.king.ca).

#### Applicant Information

Applicant Type:	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Tenant/Agent*
Applicant Name:		
Street Address :		
Municipality:		Postal Code:
Telephone:		Email:
Date of Application (YYYY/MM/DD)		

*\*If applicant is a tenant or agent, please provide authorization from the Property Owner (refer to section G: Authorization of Property Owner to Erect Signage).*

#### Sign Company Information (if applicable)

Company Name		
Contact Person		
Street Address		
Municipality:		Postal Code:
Telephone:		Email:
Date of Application (YYYY/MM/DD)		

#### Sign Location Information

Street Address (if different from applicant information)		
Municipality:		Postal Code:
Location on Property/Building		
Current zoning in effect (if known)		
Roll Number (if known)		

**SECTION INDEX. (Indicate which type of permit is being applied for, and then complete the corresponding section(s) below. Section G applies to ALL applicants who are not the property owner).**

<input type="checkbox"/> A: Permanent (wall, ground, awning, etc)	<input type="checkbox"/> E: Sign Variance Request (request to erect signage in contrary to the by-law)
<input type="checkbox"/> B: Temporary (mobile, banner, etc)	<input type="checkbox"/> F: Sign Permit Renewal
<input type="checkbox"/> C: Special Event/Special Promotion (Event: for public/community groups. Promotion: for businesses)	<input type="checkbox"/> G: Authorization of Property Owner to Erect Signage (to be completed by applicant if other than owner of property)
<input type="checkbox"/> D: Development (on property under construction)	

**A: PERMANENT SIGN PERMIT**

Type of Sign	<input type="checkbox"/> Ground <input type="checkbox"/> Awning/Canopy <input type="checkbox"/> Wall <input type="checkbox"/> Mural ( <i>requires Council approval</i> ) <input type="checkbox"/> Projecting <input type="checkbox"/> Illuminated ( <i>backlit signs are prohibited</i> )
Dimensions ( <i>please provide in metric</i> )	Height: _____ Length: _____ Height from grade: _____ Weight: _____ Projection: _____ Material: _____ Secured/fastened by: _____ Double sided: <input type="checkbox"/> Yes <input type="checkbox"/> No
Quick conversions:    1 in = 0.0254m    1 ft = 0.3048m    1 ft <sup>2</sup> = 0.0929 m <sup>2</sup>	

**Submitted Drawings for Permanent Signs**

*Provide the following drawings and information.*

1. Site Plan (including lot information)	7. Sign structural details (including dimensions and area)
2. Building dimensions	8. Size of columns & concrete base
3. Sign location	9. Sign message and colour
4. Sign setbacks from property lines	10. Double sided ( <i>two faces</i> )
5. Street frontage	11. Distance from hydro poles
6. Height of sign above grade	

**B: TEMPORARY SIGN PERMIT**

Text to be Displayed	
Colours (if any)	
Display Dates (YYYY/MM/DD)	Start Date _____ End Date _____ Total Duration _____ days.

**Submitted Drawings for Temporary Signs**

*Provide the following drawings and information. Drawings of the property with dimensions may be accepted in place of a site plan for temporary signs.*

1. Site Plan (including lot information)	2. Sign setbacks from property lines
3. Sign location	4. Sign size/area/construction materials

Note: Temporary Sign Permits are granted for a maximum of thirty (30) days.

**C: SPECIAL EVENT/SPECIAL PROMOTION SIGN PERMIT**

Event Type	<input type="checkbox"/> Special Event <input type="checkbox"/> Special Promotion
Event Title	
Date of Event	from _____ to _____
Sign Information (please provide a brief description of the proposed sign)	
Text to be Displayed	
Desired Locations (please list all intended addresses/locations for special event signs including Town and postal code)	
Display Dates (YYYY/MM/DD)	Start _____ End _____ Total Duration _____ days.

Note: Special Event/Promotion Signs may be installed up to thirty (30) days prior to the event/promotion and must be removed within forty-eight (48) hours of the conclusion of the event/promotion.

**D: DEVELOPMENT SIGN PERMIT**

Name of Development	
Location of Development	
Type of Sign	<input type="checkbox"/> Ground <input type="checkbox"/> Sales Pavilion/Trailer <input type="checkbox"/> Flags
Location of Sign	
Dimensions <i>(please provide in metric)</i>	Height: _____ Length: _____ Height from grade: _____ Weight: _____ Projection: _____ Material: _____ Secured/fastened by: _____ Double sided: <input type="checkbox"/> Yes <input type="checkbox"/> No

Note: Only one (1) development sign is permitted per three-hundred metres (300m) of property to a maximum of four (4) signs. The development sign permit is valid for 365 days maximum.

**Office Use Only**

Draft approval for development received	<input type="checkbox"/> Yes <input type="checkbox"/> No
File name	
File Number	
Other Notes:	

## E: SIGN VARIANCE REQUEST FROM SIGN BY-LAW

### Property Information

Street Address	
Municipality:	Postal Code:
Variance is required from Sign By-law section number(s)	
Reason(s) for the variance request as they apply to the above Sign By-law section number(s)	

\_\_\_\_\_  
Applicant Signature (for variance)

\_\_\_\_\_  
Date (YYYY/MM/DD)

\_\_\_\_\_  
Property Owner Signature (for variance)

\_\_\_\_\_  
Date (YYYY/MM/DD)

## F: SIGN PERMIT RENEWAL

### Property Information

Street Address	
Municipality:	Postal Code:
Original Application Date (YYYY/MM/DD)	
Original Sign Permit Number	
Has the permitted sign been significantly altered* since the original permit was issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any significant alterations* proposed or desired by the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered "Yes" to either of the above, please complete the corresponding section for a new sign permit.

\*Significant alteration includes any material change to the physical sign including but not limited to size, location, quantity and construction. Alteration does not include regular maintenance or a change in messaging (the text displayed). Please consult with the Township's By-law Enforcement Services if you have any questions regarding alterations.

**G: AUTHORIZATION OF PROPERTY OWNER TO ERECT SIGNAGE**

**Property Owner Information**

Name			
Street Address			
Municipality:		Postal Code:	
Telephone:		E-mail:	
Sign Information (please provide a brief description of the proposed sign)			

**Authorization Statement**

I/We \_\_\_\_\_

being the registered owner(s) of the subject lands, hereby authorize

to erect signage on my/our property, known as:

Municipal Street Address \_\_\_\_\_

Assessment Roll Number \_\_\_\_\_

Lot: \_\_\_\_\_ Plan: \_\_\_\_\_ Conc: \_\_\_\_\_

and to submit the necessary and completed application form and other required documents, to appear on my behalf at any hearing(s) related to the application, and to provide any information or material required by By-law Enforcement Services relevant to the application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date (YYYY/MM/DD)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date (YYYY/MM/DD)

## Terms and Conditions

### Expiration of a Sign Permit

A Sign Permit issued by the Township shall expire if the work to erect, display or alter the Sign is not completed within 180 days from the date of issuance of the Sign Permit. Sign Permits issued for variances related to third party provisions and/or development signs shall be valid for a maximum of three hundred and sixty-five (365) consecutive days and shall require renewal prior to expiry to remain valid.

### Liability

The issuance of this permit shall not be construed as relieving or limiting the responsibility or liability of any person who erects or displays or causes or permits to be erected or displayed any Sign, for personal injury including injury resulting in death or property damage resulting from such Sign or from the acts or omissions of such person, such person's agents, servants, employees, contractors or sub-contractors, in the construction, erection, maintenance, display, alteration, repair or removal of any Sign erected in accordance with a permit which is issued here under. The provisions of the Township Sign By-law shall not be construed as imposing on the Township, its officers, employees, servants, agents and contractors any responsibility or liability whatsoever by reason of the approval or issuance of a permit for any Sign or removal of any Sign.

### Indemnity

The applicant for a Sign Permit and the owner and occupant of lands upon which any Sign is erected or placed shall, as a condition of the issuance of a Sign Permit, be jointly and severally responsible to indemnify the Township and its officers, employees, servants, agents, contractors and sub-contractors from all loss, damage, cost, expense, claim, demand, action, suit or other proceeding of every nature and kind arising from and in consequence of the construction, erection, maintenance, display, alteration, repair or removal of any Sign.

## Agreement and Signature

I, \_\_\_\_\_, being the Applicant, DO SOLEMNLY DECLARE that:

I am the owner/agent named in this application, that the statements made in this application are true and that the site plan submitted with this application correctly sets out the dimensions and the area of the lands to be used in relation to the location of the proposed sign to the adjacent property lot line(s), street lot line(s) and any other setbacks and that I know of no reason why the permit should not be granted.

I have read the terms and conditions identified on the front and reverse side of this document and fully understand and agree to the terms and conditions being imposed.

I make this Solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the "Evidence Act" of the Province of Ontario.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date (YYYY/MM/DD)

***Thank you for your interest in complying with the Township of King Sign Permit application process.***

Personal information (PI) is collected on this form under the authority of the Municipal Act, s. 11. The purpose of this collection is to administer the Sign Permit application process. The personal information provided on this form is protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Should you have any questions or concerns regarding the collection of personal information (PI), please contact the Clerks Department, King Township, 2585 King Road, King City, L7B1A1 (905) 833-5321.