



Carleton Place Sign Permit Application

Permit #: S ____ - ____

Permit Fee: \$ _____

Expiry Date: _____

Contact Information (* means a required field)

- * Business Name Sign Represents _____
- * Address Where Sign is Located _____
- * Owner/Applicant Name _____
- * Owner/Applicant Phone # _____
- * Owner/Applicant E-Mail _____

Type of Sign (Required – Check all that apply) Each Sign

- | | | | |
|------------------------|----------------------|---------------|----------------|
| A Frame/Sandwich Board | Merchandise Display | Portable Sign | Fascia |
| Sign/Pylon/Standard | Ground Sign | Mobile Sign | Temporary Sign |
| Billboard Sign | Projecting/Swinging | Banners | Flags/Awnings |
| Murals | Illuminated/luminous | | |

Sign Dimensions and Construction (* means a required field)

- * Sign Dimension (length)____ft. x (Width)____ft. (Depth)____ft. * Sign Face Area____ft²
- * Sign Material (wood, plastic, vinyl, etc.) _____
- * Clearance from sign to ground level below _____ft. * Height from ground level to top of sign _____ft.

Items required to accompany this application (* required to issue permit)

- * Site-plan – showing sign(s), property lines, buildings, driveways, power lines, distance of sign to all property lines
- * Foundation details for ground signs
- * Detailed colour visual images of each side of the sign that has an advertising face.
- * Engineered Attachment Details (By Licensed Engineer) for signs that project over Town Property

Signature of Applicant: _____ Date: _____

By signing this application, the applicant/owner acknowledges that this application is filled out accurately and that they have read and understand all requirements of By-Law 65-2008 for the location and regulation of signs within the Town of Carleton Place.

Please see page 2 for Hold Harmless Waiver

HOLD HARMLESS WAIVER

THIS SECTION ONLY APPLIES TO SIGNS INSTALLED ON OR OVER PROPERTY OWNED BY THE TOWN OF CARLETON PLACE

Applicant/Owner to provide Proof of Insurance form from owners insurance provider showing a minimum of \$2,000,000.00 general commercial liability coverage and document must state that the Town of Carleton Place as additionally insured. Furthermore, the Town of Carleton Place shall be given fifteen (15) days written notice of any cancellation or non-renewal of this policy. THE UNDERSIGNED hereby agree to hold and save harmless the Corporation of the Town of Perth, it's officers, employees, and officials from all claims or cause of action against the Corporation of the Town of Carleton Place, because of injury or damage to proper of other arising from the placement of a sign or other property of the undersigned and placed on, into or above proper of premises of the Town of Carleton Place. (If a Corporation, affix a Corporate Seal)

Date: _____

Applicant/Owner Signature _____

Applicant/Owner Name Printed _____

Town Witness Name (printed) _____

Witness Initials _____