



Town of Whitby

Legal and By-law Services, By-law Services Division

Office Address: 3050 Garden Street, Unit 102, Whitby, ON L1R 2G7

Mailing Address: 575 Rossland Road East, Whitby, ON L1N 2M8

www.whitby.ca Phone: 905.430.4345

Temporary Mobile Sign Permit Application

Application must be submitted a minimum of 5 days in advance of installation date.

Office Use Only

| | |
|---------------|----------------------------|
| Permit No. | Date Received: |
| Received By: | Date Issued: |
| Permit Fee: | Issued By: |
| Removal Date: | (Cash, Cheque, Debit only) |

Property Address and Information

Municipal Address (including unit number):

Business/Tenant Name:

Type of Business:

Installation Date:

Sign Term: 15 Day 30 Day 45 Day 60 Day

Property Owner

Property Owner Name:

Corporation/Partnership Name:

Street Address, City, Province, Postal Code:

Phone Number: Email Address:

Applicant (if different from owner)

Applicant Name:

Corporation/Partnership Name:

Street Address, City, Province, Postal Code:

Phone Number: Email Address:

Sign Company (if different from applicant)

Sign Company Name:

Street Address, City, Province, Postal Code:

Phone Number: Email Address:



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Sign Location Information

Setback distance of sign from property lines including municipal boulevards: (minimum setback distance from property lines is 1.0 metres)

Setback distance of sign from driveways/entrances to property:
(Minimum setback distance from driveways/entrances is 3.0 metres)

Sign Dimensions

Height of proposed sign:
(Maximum permitted sign height is 2.3 metres)

Area of proposed sign:
(Maximum permitted sign area is 3.0 square metres)

Required Attachments

- A completed **site plan** indicating the location of the proposed mobile sign on the property
- A **letter from the property owner** providing authorization for the proposed mobile sign
- A illustration outlining the dimensions of the sign
- (If applicable) a **borrowed time letter**, granting permission to use the businesses allotment of Temporary Sign Permit time.
- A **cheque in the amount of \$200.00** made payable to the Town of Whitby for the cost of the permit.

Application fee is non-refundable. (One payment per application)

Please note that incomplete applications will not be accepted by the By-law Division.

Sight Triangles (please review)

Please note that temporary mobile signs are not permitted to be located within a sight triangle. Sight triangles are typically located near roadway intersections and are in place to protect the sight lines of motorists and pedestrians. Listed below, please find the dimensions of the sight triangles throughout the Town:

| | |
|----------------------------------|-------------|
| Zoning By-law 1784: | 12.0 metres |
| Zoning By-law 2585: | 9.0 metres |
| Downtown Whitby Zoning By-law: | 4.5 metres |
| Downtown Brooklin Zoning By-law: | 4.5 metres |



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Declaration of Applicant

certify that the following is correct:

I _____
(Please print name)

- All of the information contained in this application package is true and correct.
- I have the authority to act on behalf of the corporation or partnership indicated above with respect to this application (if applicable).
- I understand that the application fee is non-refundable regardless of the issuance of the permit.

(Signature of Applicant)

(Date of Application)

Office Use Only

- | | |
|--|--|
| <input type="checkbox"/> Application Fee \$200.00 | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Letter of Authorization from Property Owner | <input type="checkbox"/> Letter of Authorization from Business (if required) |
| <input type="checkbox"/> Letter of borrowed time authorization | <input type="checkbox"/> Illustration of sign dimensions |

Personal information collected on this form is collected pursuant to *the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56*. The personal information collected on this form will only be used for the purpose of administering the temporary mobile sign permit. Questions regarding the collection of personal information should be directed to the Town of Whitby Records Manager, 575 Rossland Road East, Whitby, ON L1N 2M8.