

Temporary Mobile Sign Permit Application

Office Use Only

Permit No. _____ Date Received: _____
Received By: _____ Date Issued: _____
Permit Fee: _____ Issued By: _____
Removal Date: _____

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: _____

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)

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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 **cheque in the amount of \$150.00** made payable to the Town of Whitby for the cost of the permit

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

Declaration of Applicant

I _____ certify that the following is correct:
(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).

(signature of applicant)

(date of application)

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- Permit Fee \$150.00
- Letter of Authorization from Property Owner
- Site Plan
- Letter of Authorization from Business (if required)

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.