

## Temporary Mobile Sign Permit Application

### **Please Note:**

- Applications must be fully completed and submitted a **minimum** of 5 days in advance of installation date along with the \$216.00 fee.
- Borrowed time inquiries have an annual fee of \$54.00 as per the Town's Fees and Charges By-law# 7220-17.

### **Sign Location Information:**

- Setback distance of the sign from the property lines include municipal boulevards. The minimum setback distance from the property lines is 1.0 metres.
- The minimum setback distance of the sign from driveways/entrances is 3.0 metres.

### **Sign Dimensions:**

- The maximum permitted sign height is 2.3 metres.
- The maximum permitted sign area is 3.0 square metres.

### **Sight Triangles:**

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 sign lines of motorists and pedestrians. Please find the dimensions of the sight triangles throughout the Town below:

- 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.

### **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.
- An illustration outlining the dimensions of the sign.
- If applicable, a borrowed time letter, granting permission to use the businesses allotment of temporary mobile sign permit time.
- Payment in the amount of \$216.00. Payments are accepted by debit, cash or cheque made payable to the Town of Whitby.

**Town of Whitby  
Enforcement Services**

3050 Garden Street, Unit 102  
Whitby, ON L1R 2G7  
[www.whitby.ca](http://www.whitby.ca)



**Part A: Property Address and Information**

Municipal Address (Including Unit number):

Business/Tenant Name:

Type of Business:

Installation Date:

Sign Terms:

15 Days

30 Days

45 Days

60 Days

**Part B: Property Owner Information**

Property Owner Name:

Corporation/Partnership Name:

Street Address, City, Province, Postal Code:

Phone Number:

Email:

**Part C: Applicant Information (If different from owner)**

Applicant Name:

Corporation/Partnership Name:

Street Address, City, Province, Postal Code:

Phone Number:

Email:

**Part D: Sign Company (If different from applicant)**

Sign Company Name:

Street Address, City, Province, Postal Code:

Phone Number:

Email:

**Town of Whitby  
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The undersigned hereby applies for a permit as described and agrees to comply with all municipal by-laws and regulations and all other application requirements.

In consideration of the issuance of the permit which is the subject matter of this application, the undersigned (joint and severally, if more than one) covenants and agrees to indemnify and save harmless the Town, its officers, employees, servants, agents, contractors and assigns, with respect to any and all actions, causes of action, claims, demands, proceedings, cost damages and expenses howsoever arising either directly or indirectly for the issuance of such permit.

I, \_\_\_\_\_ certify that the following is correct:

- 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); and,
- I understand that the application fee is non-refundable regardless of the issuance of the permit

Applicant Name	
Applicant Signature	
Date	

Personal information on this form is collected under the authority of the Municipal Act, 2001, c. 25, and will be used to determine compliance with the provisions of the Town's Temporary Sign By-law #5696-05. This information may be forwarded to various Town Departments and the Region of Durham for comment. Questions about this collection should be directed to the Town Clerk, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, 905.430.4315.