

Sign Permit Application

Instructions for Applicant:

1. Complete all sections on the form below. An incomplete application may delay the sign permit application process.
2. Attach all required documents as listed in Section 4 of the application.
3. Submit the completed application to the Town's By-law Department in-person at 19000 Leslie Street, Sharon, ON or by email to bylaws@eastgwillimbury.ca.
4. Once the application is submitted, you will be contacted by the By-law Department for the required fees.
5. Digital signatures are acceptable where indicated.

For any questions regarding the application submission, please contact the By-law Department at bylaws@eastgwillimbury.ca

Section 1: Applicant Information	
Applicant Name	
Business/Organization (if applicable)	
Mailing Address	
Phone	
Email	

Section 2: Property Information	
Civic Address of Property	
Property Owner (if different from applicant)	
Owner Authorization Attached	Yes ☐ No ☐

Section 3: Sign Types/Details: (check all that apply)	
☐ Billboard ☐ Electronic (Wall / Ground / Billboard) ☐ Development ☐ Window ☐ Ground ☐ Menu Board ☐ Mobile ☐ Mural ☐ Inflatable ☐ Feather Banner / Banner ☐ Portable (A-Frame) ☐ Roof ☐ Awning / Canopy ☐ Projecting ☐ Wall ☐ Third-Party Advertising	
Description of Proposed Sign	
Dimensions (width x height)	
Sign Area (m ²)	
Height Above Grade (m)	
Illumination (if yes, attach electrical details)	Yes ☐ No ☐
Third Party Advertisement Consent (Billboard, Electronic)	Yes ☐ No ☐
Duration of Sign (if temporary)	Date From: Date To:

Section 4: Required Attachments
☐ Completed Permit application Form ☐ Site Plan / Sketch showing location of sign relative to lot lines, streets, sidewalks, driveways, utilities ☐ Elevation Drawings / Illustrations of sign (including dimensions and materials) ☐ Engineered Drawings (for structural or illuminated signs) ☐ Artwork / Design (for murals, banners, inflatables) ☐ Landowner Consent (if applicant is not the property owner) ☐ Sign permit fee

Section 5: Declaration

I hereby certify that:

1. The information contained in this application, attached schedules, attached plans and specifications and other attached documentation is true to the best of my knowledge;
2. I confirm that the sign(s) described will be erected and maintained in accordance with the Town of East Gwillimbury Sign By-law;
3. I have the authority to bind the corporation and/or partnership;
4. Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11 and will be used for the purpose of responding to your request. Your personal information will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this collection and use of your personal information may be directed to the Town of East Gwillimbury's Privacy and Information Coordinator at 905-478-4283 Ext. 1414, 19000 Leslie Street, Sharon, Ontario, L0G 1V0, MFIPPA@eastgwillimbury.ca.

Applicant Signature: _____ Date: _____

Owner Signature (if required): _____ Date: _____