

# Application for Sign Permit

Permit Number (For Office Use)	
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**Applicant Contact Information:**

Name	
Address (Including Postal Code)	
Phone Number	
Fax Number	
Email	

**Application For:**

Erecting a Sign	<input type="checkbox"/>
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Temporary Sign	<input type="checkbox"/>
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Duration	
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Altering a Sign	<input type="checkbox"/>
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Previous Permit No.	
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**Type of Sign:**

Location		Special Event	
Billboard on Private Property		Advertising or Decorative	

**Description of Sign Location:**

On Property Of			
Lot Number		Concession Number	
Civic Address Number Or Nearest Civic Address Number		Distance from Sign to Road Property Limit (metres)	
Township/Municipality		Facing (N.E.S.W.)	
Grey Road Number			

**PLEASE ENCLOSE A SKETCH TO PROPERLY DESCRIBE THE LOCATION OF THE SIGN, WITH RESPECT TO THE PROPERTY AND THE RELATIONSHIP TO THE ROAD.**

**Description of Sign:**

Width (feet)		Length (feet)	
Height from Ground to Top of Sign (feet)		Surface Area Including Border (Square feet)	
Material		Lighting (Luminous/Illuminated)	
Text			

**PLEASE ENCLOSE A SKETCH TO PROPERLY DESCRIBE THE SIGN DIMENSIONS, TEXT AND TEXT DIMENSIONS, WIDTH, LENGTH, HEIGHT AND LIGHTING.**

The required fee of \$\_\_\_\_\_ is enclosed.

Please make cheque or money order payable to the Corporation of the County of Grey.

The Applicant understands that:

1. Each sign permit application shall be subject to the payment of a fee. The fee shall be submitted with the application. The fee amounts are set by the County of Grey from time to time and are available for viewing at the Transportation Services office or on the website.
2. Failure to pay the prescribed fee shall result in the cancellation of the permit.
3. The sign for which this permit is issued must be installed within six (6) months of the date that the permit is issued or the permit shall be void and cancelled by the County of Grey.
4. An extension of the expiry date may be approved, with additional conditions or denied by the County of Grey.
5. If this permit expires and is not renewed, all works constructed, maintained or operated under this permit, if the County of Grey so requests, shall be removed at no cost to the County of Grey.
6. In addition to the conditions of this permit, the permit holder must meet all of the requirements of the local municipality and any other agency having jurisdiction.
7. A sign permit may be cancelled at any time for breach of the regulations or conditions of this permit or for such other reasons as the County of Grey at its sole discretion deems proper.
8. All work related to the installation authorized by this permit shall be carried out in accordance with approved plans, specifications and any relevant agreement(s), and subject to the approval of the County of Grey. The permit holder must bear all expense related thereto.

9. All lane closures shall conform to Ontario Traffic Manual Book 7. Prior to the approved works beginning, the layout shall be provided in writing to the County of Grey.
10. Vegetation on the right-of-way must not be cut or trimmed without the written permission of the County of Grey. Any cutting or trimming permitted must be done in compliance with requirements specified by the County of Grey or its authorized agent and at the expense of the permit holder.
11. Where the bush line is cleared after the sign permit has been issued, the permit holder is responsible for moving the sign back on the new bush line and obtain any other approvals, associated with the relocation.
12. During construction of the sign, the permit holder shall ensure that the operation of the County road is not interfered with and that the right-of-way remains free of debris, earth or other material.
13. All work shall conform to the Occupational Health and Safety Act.
14. A sign permit may be cancelled at any time for breach of the regulations or conditions of this permit or for such other reasons as the County of Grey at its sole discretion deems proper.
15. If during the life of this permit any Acts are passed or regulations adopted which affect the rights herein granted, the said Acts and regulations shall be applicable to this permit from the date on which they come into force.
16. The applicant shall indemnify and hold harmless the County of Grey, its officers, members of Council, agents, servants, employees, invitees or licensees from and against any liabilities, claims, expenses, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of this permit attributable to bodily injury, sickness, disease or death or to damage to or destructions of tangible property including loss of revenue or incurred expense resulting from disruption of service; and/or caused by any acts or omissions of the permit holder, its officer, agents, employees, with respect to activities undertaken arising out of this permit and/or by the existence of the approved sign.
17. The applicant shall, at its expense, obtain and keep in force insurance coverage in amounts acceptable to the County. Specific requirements shall be determined by the County on a case by case basis, based on County policy and procedures. No work shall commence without providing the appropriate proof of coverage to the County of Grey.
18. The applicant shall be responsible for all damage caused to County of Grey property.
19. Throughout the installation period, the permit holder shall immediately notify the County of Grey of any occurrence, incident or event which may reasonably be expected to expose either party to material liability of any kind in relation to the road right-of-way.

20. In addition to the conditions of this permit, the owner must meet all of the requirements of the local municipality and any other agency having jurisdiction.
21. Each sign authorized by this permit shall be maintained in a condition satisfactory to the County. Failure to maintain the sign(s) in a satisfactory condition shall result in the cancellation of this permit.
22. Billboard or Personal/Private signs must not be assigned or transferred from one owner to another. If the owner of the permit changes hands, then the new owner must apply for a new sign permit. Each new permit is subject to the conditions at the time of applying.
23. The County of Grey has the right to adjust its annual fee rates for Billboard and Personal/Private Signs.
24. The applicant shall be responsible for all damage caused to County of Grey property.

I hereby acknowledge that I have read and understand the County of Grey Sign Permit Policy, the terms of this Sign Permit Application and further wish to apply for a sign permit based on these terms, by which I will abide. I have the authority to bind the property owner(s).

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

**OFFICE USE ONLY:**

Permit Number (For Office Use)	
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Patrol                    A                     B                     C                     D

Checklist Completed and Attached                   

GIS Location	
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**NOTES:**

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Area Foreman

\_\_\_\_\_  
Date

     APPROVED

This sign permit application has been approved. The permit will expire six (6) months from the date of execution by the Director as indicated below.

     NOT APPROVED (if not approved, please see comments below)

This sign permit application does not conform to County of Grey requirements and therefore will not receive approval. The following outlines the issues preventing approval:

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\_\_\_\_\_  
Director of Transportation Services

\_\_\_\_\_  
Date

Six (6) Month Expiry Date	
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All Permit fees for entrance, encroachment, and advertisement sign applications must be accompanied with the payment identified as per the below fee schedule. The payment includes an administration fee and a holdback. The administration fee is non-refundable. If the permit is approved, the holdback will be returned once the applicant has submitted a declaration that the work has been completed as per the requirements and Grey County staff has inspected the work site and agree that the work has been completed properly. If the work is not approved, the holdback will be retained.

<b>Type of Permit</b>	<b>Application Fee</b>	<b>Holdback Fee</b>	<b>Payment Required</b>
New Entrance Residential	\$255.00	\$300.00	\$555.00
New Entrance Field	\$255.00	\$300.00	\$555.00
New Entrance Commercial	\$1,550.00	\$4,000.00	\$5,550.00
Change of Usage	\$255.00	\$300.00	\$555.00
Change of Design	\$255.00	\$300.00	\$555.00
Temporary	\$255.00	\$300.00	\$555.00
Encroachment Permit	\$555.00	\$0.00	\$555.00
Billboard Sign	\$11.00/m <sup>2</sup>	\$0.00	\$11.00/m <sup>2</sup>
Location Sign	\$23.10/m <sup>2</sup>	\$0.00	\$23.10/m <sup>2</sup>
Special Event Sign	\$0.00	\$0.00	\$0.00
Advertising/Decorative Sign	\$0.00	\$0.00	\$0.00