



Permit No. _____

Property Identifier: _____

Date Received: _____

Permit Fees: _____

Approved: _____

THE CORPORATION OF
THE CITY OF KENORA
1 Main Street South
Kenora, ON P9N 3X2
Tel: (807) 467-2000
Fax: (807) 467-2045
www.kenora.ca

Sign Permit Application

SITE AND SIGN INFORMATION:

Application type: Permanent Mobile Portable Mural

Municipal address: _____

Number of signs: ___ Permanent ___ Mobile ___ Portable ___ Mural

Number of detail sheets attached _____

Applicant/Agent	Name:		Email address:	
	Address			Postal Code
	Phone No:	Cell No.	Fax No.	
Property Owner	Name:		Email address:	
	Address			Postal Code
	Phone No:	Cell No.	Fax No.	
Tenant	Name:		Email address:	
	Address			Postal Code
	Phone No:	Cell No.	Fax No.	
Contractor	Name:		Email address:	
	Address			Postal Code
	Phone No:	Cell No.	Fax No.	
Sign Owner	Name:		Email address:	
	Address			Postal Code
	Phone No:	Cell No.	Fax No.	

*Furnishing of false, incorrect or misleading information may result in prosecution and/or revocation of the Permit. Submission of payment in support of this application is acknowledgement that the applicant has reviewed and attests to the completeness and accuracy of the application, drawings and supporting documents.
 Personal information on this form is collected under the authority of the Municipal Act and will be used in the processing of your sign permit application. Questions regarding the collection of this information should be directed to the Municipal Freedom of Information and Protection of Privacy Officer at 807-467-2027.*

PLEASE COMPLETE A SIGN DETAIL FOR EACH PROPOSED SIGN

Sign No. 1

Sign Use	<input type="checkbox"/> Identification <input type="checkbox"/> Advertising <input type="checkbox"/> Information <input type="checkbox"/> Community Special Event				
Sign Type	<input type="checkbox"/> Awning <input type="checkbox"/> Banner <input type="checkbox"/> Entrance Feature <input type="checkbox"/> Ground <input type="checkbox"/> Mobile <input type="checkbox"/> Mural <input type="checkbox"/> Off-site directional <input type="checkbox"/> Portable <input type="checkbox"/> Projecting <input type="checkbox"/> Wall <input type="checkbox"/> Window				
Sign Illumination	<input type="checkbox"/> Illuminated <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Non-illuminated				
Sign Dimensions	Sign face height	Sign face length	Sign face area	Sign projection	Sign height
	m/ft	m/ft	M ² /ft ²	m/ft	m/ft
Sign Text					Sign Weight
					Kg/lbs

Sign No. 2

Sign Use	<input type="checkbox"/> Identification <input type="checkbox"/> Advertising <input type="checkbox"/> Information <input type="checkbox"/> Community Special Event				
Sign Type	<input type="checkbox"/> Awning <input type="checkbox"/> Banner <input type="checkbox"/> Entrance Feature <input type="checkbox"/> Ground <input type="checkbox"/> Mobile <input type="checkbox"/> Mural <input type="checkbox"/> Off-site directional <input type="checkbox"/> Portable <input type="checkbox"/> Projecting <input type="checkbox"/> Wall <input type="checkbox"/> Window				
Sign Illumination	<input type="checkbox"/> Illuminated <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Non-illuminated				

Sign Dimensions	Sign face height	Sign face length	Sign face area	Sign projection	Sign height
	m/ft	m/ft	M ² /ft ²	m/ft	m/ft
Sign Text					Sign Weight
					Kg/lbs

REQUIRED SCHEDULES AND ASSOCIATED INFORMATION

The following schedules must be submitted with your complete application:
 (please (√) boxes to confirm these schedules are included)

- Site Plan;
- Landscape/ lighting Plan
- Certificate of Insurance if sign(s) encroaches onto or over municipal property

*This information may be shown of the site plan or on separate schedules

The following information must be provided on the above schedules (please (√) appropriate boxes confirming this information has been included):

- Boundaries, dimensions and area of the subject property – use survey where available;
- Location, dimensions and setbacks of existing and/or proposed/structures/ signs;
- Lighting
- Landscaping features such as walls, fences, hedges, trees or other ground cover to include the description of type, number, location and height of plantings;
- Exterior building materials

14. Dated at the of,
 this.....day of, 20

.....

(Signature of applicant, solicitor or agent)

INDEMNITY

In consideration of any permit issued to this applicant and all successors an assigns hereby agree to observe, keep and perform and be subject to the regulations and conditions of said permit and to indemnify and save harmless the Municipal Corporation of the City of Kenora from and against all loss. Cost, charges, damages, expenses, claims and demands whatsoever to which the Corporation may be put or which it may suffer or sustain or for which it may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.

Permittee shall give 48 hours notification to the Roads Supervisor before commencement of the works authorized.

It is understood that all works will be constructed, altered, maintained or operated at the expense of the applicant; that work must not be begun before a permit has been issued by the Corporation and that the issue of a permit by the Corporation does not relieve the applicant of the responsibility of complying with all relevant municipal by-laws, Federal, or Provincial legislation.

Signature: _____ Date: _____
Applicant or Authorized Official

Personal Information contained on this application is collected pursuant to the Municipal Act, and will be used for the purpose of processing and approval of this application. Questions about this collection should be directed to: Freedom of Information and Privacy Coordinator, City Of Kenora, One Main Street South, Kenora, On P9N 3X7 (807) 467-2027.

Footnote

***You may qualify for a funding opportunity through the assistance of the City's Heritage Kenora Committee as it relates to establishing a sign specifically in the CIP (Community Improvement Plan) area known as the Harbourn Centre.**

By signing this form, you hereby give consent for the City of Kenora to forward a copy of this application to Heritage Kenora and in turn the Committee may be in contact with you regarding eligibility.

**Would you like us to forward your application? Yes___ No___ I'm not interested.
Would you like the CIP Information Package? Yes___ No___ I'm not interested.**

Signature: _____ Date: _____
Applicant or Authorized Official