

Application for a Community Event Sign Permit

This form is authorized under City of Owen Sound Sign By-law # 2014-001.

OFFICE USE ONLY	
Permit #:	Received by:
Date received:	Roll #:

A. Event:

Event being promoted: _____

Event dates: _____ to _____ Location of Event: _____

- Application applies to events held at/in a City Facility; no fee for charitable or not-for-profit events; fees for other organizations.

B. Applicant:

Organization:	Charitable #:	Contact Name:
Address:		
Municipality:	Postal Code:	E-mail:
Telephone: ()	Fax: ()	Cell: ()

C. Special Event Banners:

Fence Banners:

Permitted locations: Duncan McLellan Park Kelso Beach Park Kinsmen Park
 St. George's Park Tom Williams Park Victoria Park 9th Avenue East (former landfill site)

- If you require a specific section of fence at this location, please provide details (map, drawing, photos, etc.).

# of banners: _____	erected on: _____ removed on: _____
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- Maximum #: 2/event – 3/location at any one time.
- Shall be removed a maximum of 3 days following the event.
- May be displayed 30 days prior to an event.
- Shall be secured safely by applicant with plastic ties, with excess ends trimmed, without damaging the fence.

Cross Street Banners:

Locations on 2nd Avenue East: 700 block 800 block 900 block 1000 block

- To be placed by City Staff/Contractor, with costs to be paid by Applicant. Co-ordinate with Sign Administrator.

# of banners: _____	erected on: _____ removed on: _____
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- Maximum #: 4/event – 2/block at any one time.
- Shall be removed a maximum of 3 days following the event.
- May be displayed 30 days prior to an event.
- Banners shall be properly constructed & not pose any safety concerns.

Banner wording:

D. H-Frame Signs:

Permitted locations: on a street allowance in front of any property owned by the City, the County of Grey, the Province of Ontario or the Dominion of Canada, or in front of private property if permission is obtained from the owner, & shall not be permitted on a street allowance abutting Greenwood Cemetery.

# of H-frame signs: _____	erected on: _____ removed on: _____
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- Maximum #: 70
- Maximum sign area: 0.4 m²
- May be placed a maximum of 3 days prior to an event.
- Shall be removed no later than 1 day following the event.
- Shall not obstruct the view of drivers or pedestrians when approaching an intersection or when entering a street from private property.
- Complete Section 'J' for Signs on private property & keep on file.

H-Frame wording:

E. Accessory Portable Signs:

Permitted locations: City Park, Open Space, Property or Facility where the event is taking place

Location: _____ erected on: _____ removed on: _____

- Maximum #: 1/existing entrance, or one per 200 m of street frontage or part thereof.
- Maximum sign area: 3.75 m².
- Permitted only during setup & duration of the event.
- Shall be removed within 24 hours of the end of a Community Event.

Portable Sign wording:

F. Sandwich Signs:

- Permitted locations:
- end of 6th St East at 2nd Ave East (W only)
 - 6th St East & 9th Ave East
 - 10th St East & 9th Ave East (SW, NE & NW only)
 - 10th St West & 1st Ave West (SW & NW only)
 - 10th St West & 2nd Ave West (SW & SE only)
 - 10th St West & 9th Ave West (SW & SE only)
 - 14th St West & 2nd Ave West (NW, NE & SW only)

- Within the street allowance, not projecting more than 0.6 m from the front face of a building or from the edge of the private sidewalk, public sidewalk or pedestrian path, & must not create less than 1.5 m clear space for the travel on a sidewalk.
- Not more than 25 m from the curb face of an intersection.
- Not closer than 1.0 m from the travelled portion of a street, shoulder or parking spaces at the edge of the travelled portion.

of Sandwich signs: _____ Size of Sandwich signs: _____ erected on: _____ removed on: _____

- Maximum #: 4
- Maximum sign area: 1.0 m²
- Shall be weighted or otherwise safely secured but shall not be affixed to the sidewalk, light posts, street furniture or trees.
- Permitted only for the duration of the event.
- Shall be removed no later than 1 day following the event.
- Shall not obstruct the view of drivers or pedestrians when approaching an intersection or when entering a street from private property.

Sandwich Sign wording:

G. Insurance:

- Minimum \$2 million liability insurance required naming the City as an additional insured relating to the placement of the sign(s).

H. Other Requirements

- 1) A site plan illustrating the location of the proposed sign(s) is required;
- 2) An application may be made within six (6) months from the date the sign(s) is proposed to be erected. First come, first served.
- 3) The Sign Permit Applicant agrees to indemnify and save harmless the City from all actions, causes of actions, suits, claims, demands and costs whatsoever arising by reason of the Applicant, his agents or employees doing, failing to do or doing incorrectly or negligently anything the Applicant is required to do under the terms of a Sign Permit.

I. Declaration of applicant:

I, _____ certify that:

1. The information contained in this application and attached documentation is true to the best of my knowledge.
2. I have authority to bind the corporation.
3. The organization/applicant shall ensure the signs are properly constructed and be responsible for all costs relating to designing, manufacturing and displaying the Community Event signage to the satisfaction of the City.

_____ date _____ signature of applicant

OFFICE USE ONLY:

- Charges/Fees:
 - Permit Fee: \$ _____ paid

Date Issued: _____

Contact us at:
 Building Division
 Owen Sound City Hall
 808 Second Avenue East
 OWEN SOUND, ON N4K 2H4
 (519) 376-4440, ext. 1275
 fax (519) 371-0511
building@owensound.ca
www.owensound.ca/building

J. Authorization to Place H-Frame Signs on Private Property

Complete top section and make as many copies as required. Keep completed authorizations on file – do not submit with application.

Event being promoted: _____

Event dates: _____ to _____ Location of Event: _____

H-Frame Sign erected on: _____ removed on: _____

H-Frame Signs are allowed in front of private property if written permission is obtained from the owner. Complete this authorization for each owner of private property where permission has been granted to place an H-Frame Sign. Keep completed authorizations on file – do not submit with application.

- May be placed a maximum of 3 days prior to an event.
- Shall not obstruct the view of drivers or pedestrians when approaching an intersection or when entering a street from private property.
- Shall be removed no later than 1 day following the event.

I/We, _____ am/are the owner(s) of the land in front of which the abovenoted event has my/our permission to place an H-Frame Sign.

date

signature of owner

signature of owner