

Application for Sign Permit

Sign application is deemed incomplete unless all documents and fees are included with application. Sign Permits will be issued when application is approved and fees are paid, with a condition that a final inspection is completed after sign is erected. Final inspections of signs that require engineered approved and stamped drawings will require a letter from an engineer stating the signs were constructed and erected according to engineered approved and stamped drawings.

Date Received:		Permit Number:	
A. Location of Proposed Sign Construction			
Street address:		Zoned:	Unit number: Lot/con:
The following documents must be included in duplicate with this application, if required: <ul style="list-style-type: none"> <input type="checkbox"/> Survey/Site Plan to scale, with all measurements in metric indicating location of proposed signs, total frontage of property, all boundary lines, location of existing signage, all entrances and exits from buildings <input type="checkbox"/> Property Owners Letter of Permission <input type="checkbox"/> Newmarket Hydro Signoff (Ground, Billboard, Construction Info, and Development Signs) <input type="checkbox"/> Engineered approved and stamped drawings in detail drawn to scale including dimensions, sign area (Ground, Fascia, Projecting, Construction Info, Development and Billboard Signs) <input type="checkbox"/> MTO Signoff (Billboards within 400m of 404 property) <input type="checkbox"/> Heritage Permit Application (Page 2) (Required for properties in the Heritage Conservation District) 			
*More information may be required by the Officer to ensure compliance			
B. Applicant Information			
Applicant is: <input type="checkbox"/> Business Owner <input type="checkbox"/> Authorized agent of owner			
Last name:		First name:	Company:
Street address:		Unit number:	Lot/con:
Municipality:	Postal code:	Province:	e-mail:
Telephone number: ()	Fax ()	Cell number ()	
C. Business Information			
Last name:		First name:	Company:
Street address:		Unit number:	Lot/con:
Municipality:	Postal code:	Province:	e-mail:
Telephone number: ()	Fax ()	Cell number ()	
D. Sign Company Information			
Last name:		First name:	Company:
Street address:		Unit number:	Lot/con:
Municipality:	Postal code:	Province:	e-mail:
Telephone number: ()	Fax ()	Cell number ()	
E. Type of Sign			
<input type="checkbox"/> Fascia Sign <input type="checkbox"/> Ground Sign <input type="checkbox"/> Mobile Sign <input type="checkbox"/> Portable Sign <input type="checkbox"/> New Home Development Sign <input type="checkbox"/> Billboard Sign <input type="checkbox"/> Projecting Sign <input type="checkbox"/> Banner Sign <input type="checkbox"/> Inflatable Sign <input type="checkbox"/> Development Sign <input type="checkbox"/> Hoarding Sign <input type="checkbox"/> Construction Info. Sign <input type="checkbox"/> Temporary Sign (non-profit - Fee waived)			
Period applied for: from: _____ to: _____			
Comments: _____			
F. Declaration of Applicant			
I _____ certify that: (print name)			
<ol style="list-style-type: none"> 1. The information contained in this application, any attached plans, drawings, specifications and/or other attached documentation is true to the best of my knowledge. 2. I have authority to bind the corporation or partnership (if applicable). 3. I understand that an inspection must be completed by the Town of the footings to verify the depth. (if applicable). 4. I understand that a final inspection of the proposed sign must be completed once the sign has been constructed or erected. 			
Date _____		Signature of Applicant _____	



PLANNING AND BUILDING SERVICES
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For Staff Use Only
Date of Pre-Consultation: _____
Date Completed Application Received: _____
Date LMSSAG/HN Report Sent to Council: _____
Date Permit Issued: _____

Application for a Heritage Permit in the Lower Main Street South Heritage Conservation District

Note:

- A. Before making your application, a pre-consultation meeting with members of the Lower Main Street South Advisory Group is required.
- B. The Heritage Conservation District Plan for Lower Main Street South, Newmarket will help you in making an informed application.
- C. In addition to a heritage permit, you may need a building permit, planning approvals and/or sign permit. Town staff will identify the consents you need, and will strive to coordinate the review of heritage permit applications with other applications and expedite approvals.
- D. Both private property owners and Town departments need to apply for a heritage permit if required under the plan.

1. Information About You

Applicant's Name _____

Telephone Number(s) _____

E-mail Address _____ Fax _____

Mailing Address _____ Postal Code _____

Registered Owner's Name (if different from above) _____

Telephone Number(s) _____

E-mail Address _____ Fax _____

Mailing Address _____ Postal Code _____

2. Information About Your Property

Municipal Address _____

Legal Description (Lot & Plan) _____

3. Information About Your Project Proposal

Describe your proposed project: _____



Check all types of work that would happen in your proposed project:

- demolition of a building or part of a building, such as a building façade
- removal of a building to a different location on site or to another site
- erection of a new building, a new facade, a new storefront, an addition to an existing building, a new garage or a new fence or wall
- structural intervention that affects the external appearance of a building
- repointing and repairing masonry, cleaning masonry of paint or grime, or painting or staining Masonry
- removal of parging, External Insulation and Finish System, siding or facade screen from walls or installation of new wall material to replace or cover existing wall material
- alteration of doors and windows, their heads and their surrounds, or cutting of new door and window openings in walls
- alteration of roofline or skyline by changes to cornices, overhangs, eaves, parapets, chimneys, dormers, rooftop equipment, towers and roof shape, or alteration of historic roof coverings such as slate
- removal or addition of architectural detail, such as storefront cornices, decorative brickwork, stone trim, brackets, window shutters, awnings, porches and balconies
- erection of a sign
- alteration of streets and their boulevards, squares, parking lots, the municipal steps south of Park Avenue, the open space around Christian Baptist Church, the front yard of Trinity United Church and the rectangular courtyard space between 262 Main Street South and 481 Water Street
- other, please specify _____

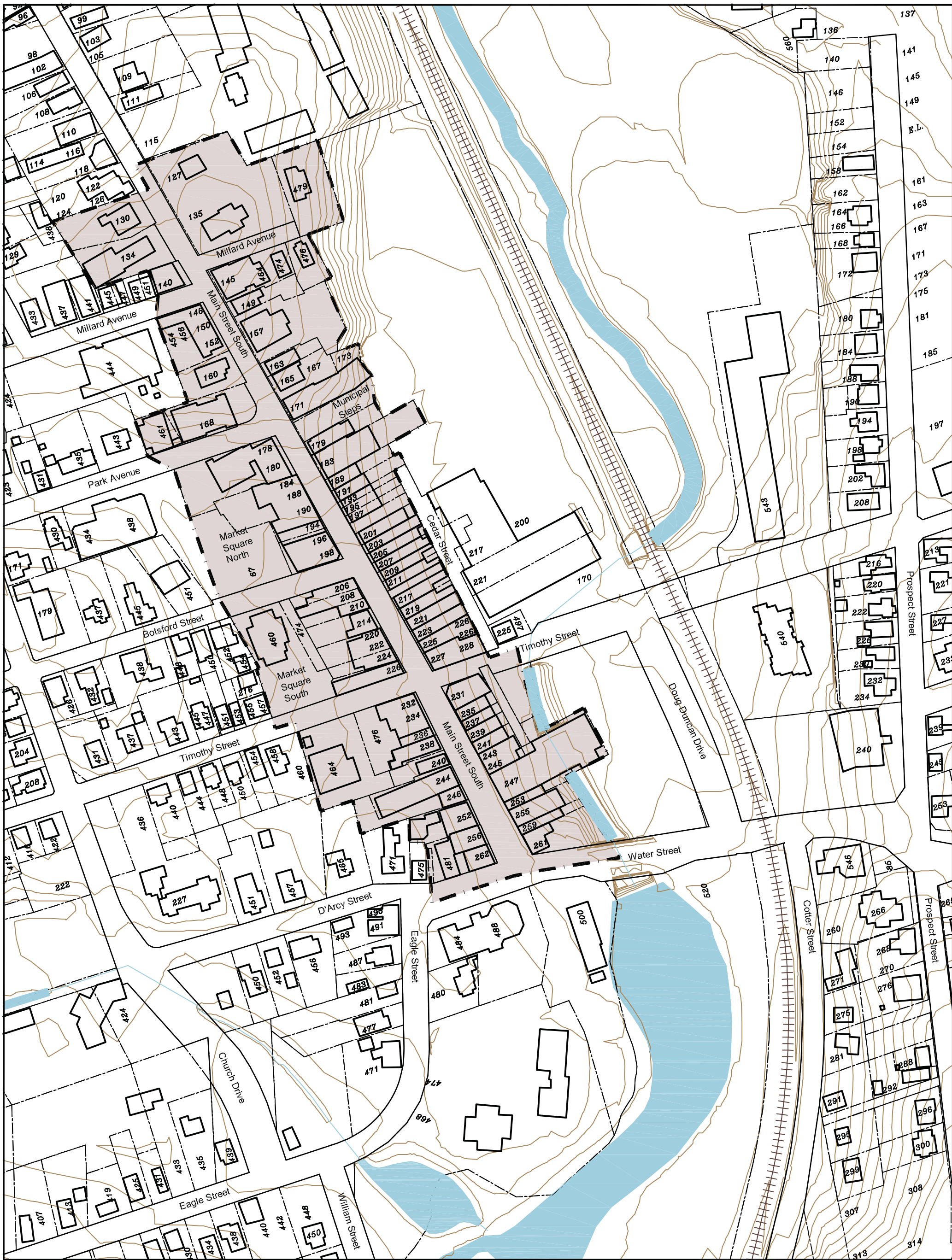
Attach the following documents to describe further and illustrate your project for purposes of heritage review (Town staff will specify below which documents, if any, are appropriate for your proposed project):

4. Your Declaration

I declare that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application. I agree to permit Town of Newmarket staff and their advisors entering the property so as to assess the application fully.

Applicant's Signature _____ Date _____

The personal information on this form is collected under the authority of the Planning Act, RSO 1990, c.P.13, as amended. The information is used for the purpose of evaluating your application. Questions about the collection of personal information should be directed to the Planning Department, 395 Mulock Drive, Newmarket, ON, (905) 953-5321



District Map
Heritage Conservation District Plan
Lower Main Street South, Newmarket