



SANDWICH BOARD RENEWAL FORM

For a renewal of a Sandwich Board Sign the following must be provided:

- Business Name & Address: _____
- Sign Location Details: _____
Example: (“On sidewalk in front of Business A” or “At the corner of street x and street y”)
- Applicant Name: _____
- Applicant Phone #: _____
- Applicant Email: _____
- A photo of the existing sign in its location from a distance of at least 3m (Not required if a picture was previously provided.)
- Provide new Proof of Insurance form from your insurance provider showing a **minimum** of \$2,000,000.00 general commercial liability coverage and document must state that the Town of Perth as additionally Insured.
- This form fully completed and signed at the bottom and renewal fee paid (**See below for fees**).

As the Sign Owner submitting this application for sandwich board sign renewal you agree to the following:

1. To provide accurate information in the areas above and all required documents and pictures
2. To ensure that a clear sidewalk space of 1.5m be provided adjacent to any sandwich board sign that is placed on Town of Perth property in accordance with The Accessibility for Ontarians with Disability Act if on a road allowance.
3. All signs on Town property will not be placed on the travelled portion of the road allowance.

APPLICANT NAME: _____

APPLICANT SIGNATURE: _____ **DATE:** _____

HOLD HARMLESS AGREEMENT: THE UNDERSIGNED hereby agree to hold and save harmless the Corporation of the Town of Perth, it’s officers, employees, and officials from all claims or cause of action against the Corporation of the Town of Perth, because of injury or damage to proper of other arising from the placement of a sign or other property of the undersigned and placed on, into or above proper of premises of the Town of Perth.

OWNER or AUTHORIZER PERSON:

TOWN EMPLOYEE WITNESS:

Signature

Signature

Name/Title (Print)

Name/Title (Print)

Address

Address

Date

Date

(If a Corporation, affix a Corporate Seal)

FOR INTERNAL USE ONLY	
Fee Paid: <input type="checkbox"/> YES	Fee Amount: _____ CBO Signature: _____
Date _____	Expiry Date: _____
Sticker Given <input type="checkbox"/> YES	PERMIT # _____

Sandwich Board Renewal Fee - by April 30th = **\$32.10**

Sandwich Board Renewal Fee - after April 30th = **\$62.10**