



## NEW SANDWICH BOARD APPLICATION

- Business Name & Address: \_\_\_\_\_.
- Sign Location Details: \_\_\_\_\_.  
Example: ("On sidewalk in front of Business A" or "At the corner of street x and street y").
- Sign Size (By-law approved sizes):   ○ 24x48"   ○ 26x44"   ○ 27x42"   ○ 28x40"   ○ 30x38"   ○ 30x36"
- Custom Dimension: \_\_\_\_\_" x \_\_\_\_\_" Custom Sign Face Area: \_\_\_\_\_ft<sup>2</sup> (Note: Sign width shall be min 24" to max 48" / Sign height shall be min 36" to max 48" and have no more than two faces which cannot be greater than 8ft<sup>2</sup> on each side.)
- Sign Material: \_\_\_\_\_ Note: What material it is made of (Wood, plastic, steel, etc.)
- Attach to application a drawing of the sign (can be sketch, photograph or proof from sign company)
- Applicant Name: \_\_\_\_\_.
- Applicant Phone #: \_\_\_\_\_.
- Applicant Email: \_\_\_\_\_.
- A photo of the proposed location in which the sign will be placed (picture taken at a distance of not less than of at least 3m so we can determine the surrounding area and clearances).
- 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 you agree to the following:**

1. To provide accurate information in the areas above
2. Provide all documents and pictures as required
3. 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.
4. All signs on Town property will not be placed on the travelled portion of the road allowance.
5. 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. *(If a Corporation, affix a Corporate Seal)*

**OWNER or AUTHORIZER PERSON**

**TOWN EMPLOYEE WITNESS**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title (Print)

\_\_\_\_\_  
Name/Title (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**To finalize and complete Sandwich Board Sign application please sign and Date below:**

**Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

FOR INTERNAL USE ONLY	
Fee Paid: <input type="checkbox"/> YES	Fee Amount: <b>\$65.43ea</b>
CBO Signature: _____	Date: _____
Expiry Date: _____	PERMIT # _____