



Sandwich Board Application (New or Renewal)

Annual application as regulated by the Town of Perth Sign By-law 4310

Business Name _____

Business Address: _____

Applicant Name: _____

Applicant Phone #: _____

Applicant Email: _____

Sign Location Details: _____

Example: (“On sidewalk in front of Business A”)

***Map and/or diagram of location shall be provided (all proposed locations shall be subject to Town review & approval)**

Sign Size (By-law approved sizes):

- 24x48”
- 26x44”
- 27x42”
- 28x40”
- 30x38”
- 30x36”

OR

Custom Dimension: _____” x _____” Custom Sign Face Area: _____ft²

(Note: Sign width shall be min 24” to max 30” / Sign height shall be min 36” to max 48”and have no more than two faces which cannot be greater than 8ft² 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)**

A photo of the existing or 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 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 the sign placement shall not impede the free flow of pedestrians on the sidewalk where a minimum width of 1.5m (4’ 11”) is to be maintained
4. All signs on Town property will not be placed on the travelled portion of the road allowance.
5. Sign shall have smooth & rounded edges with no projections form side or bottom
6. Sign shall be secured in the open position with rigid cross bracing when placed on display
7. Sign shall not be placed on display during high winds, snowstorms, at time of snow removal, placed on snowbanks or in any manner which may cause danger to persons or property

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

(If a Corporation, affix a Corporate Seal)

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

Applicant Signature: _____ Date: _____

FOR INTERNAL USE ONLY

Fee Paid: YES Fee Amount: _____

Town Staff Signature: _____ Date _____

Expiry Date: _____ Sticker Given Yes PERMIT # _____

Sandwich Board Renewal Fee **by April 30th** **\$37.40**

Sandwich Board Renewal Fee **after April 30th** **\$ 74.40**