



**DEVELOPMENT SERVICES DEPT.
SIGN PERMIT APPLICATION**

NOTIFICATION

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, some Personal Information may be required for the completion of Town or other public agency forms and will be used solely for the purpose for which it is collected

Permit Application Number
Application Date
Area Code
Roll Number

SHADED AREAS FOR OFFICE USE ONLY, PLEASE TYPE OR PRINT CLEARLY

OWNER/AGENT INFORMATION		
Full Name of Registered Owner of Property		
Address		
City	Postal Code	
Res. Telephone No.	Bus. Telephone No.	
Name of Applicant		
Res. Telephone No.	Bus. Telephone No.	
LEGAL DESCRIPTION OF THE SUBJECT LAND		
Address	Unit No.	
Lot/Block No.	Registered Plan No.	Concession No.

Please Note:

- 1) All applications are accepted on the understanding that prior to application the owner/applicant has thoroughly investigated the zoning requirements applicable to his/her lands and that the application complies in all respects.
- 2) Permit applications are processed in the order received. If this form indicates that all required information/documentation and approvals have been submitted then your application will be review in due course. **If not, it is your responsibility to provide the missing information/documentation to further the issuance of this permit.**
- 3) Applicants and owners are reminded that **THE SIGN MAY NOT BE INSTALLED** until the application has been processed and the required permit issued. **Non-compliance will result in an additional, special investigation fee being applied.**
- 4) The owner/applicant hereby acknowledges having read and understood the information contained on this form.
- 5) The owner/applicant certifies that all information provided is true.

Applicants Signature _____ Date _____

Accepted By _____ Date _____

Examined By _____ Date _____

Approved By _____ Date _____

DOCUMENT CONTROL LIST FOR PERMIT APPLICATION

(Office Use Only)

Permit Application No. _____

SUBMITTED

NOT REQUIRED

REQUIRED TO BE SUBMITTED PRIOR TO THE ISSUANCE OF A PERMIT

1) ZONING

- Survey
- Site Plan
- Minor Variance

2) REQUIRED DRAWINGS

- Duplicate Sets

3) OTHER REQUIREMENTS

- MTC Approval
- Conservation Authority
 - Lake Simcoe
 - Toronto
- Public Works

Property Zoned _____

4) FEES

AMOUNT

RECEIPT NO.

- Permit Fee _____
- Additional Fee _____

COMMENTS:

NOTE:

It is the responsibility of the owner and or applicant to provide any additional information as noted, prior to the issuance of a permit.

Please make all cheques payable to the **Town of Whitchurch-Stouffville**