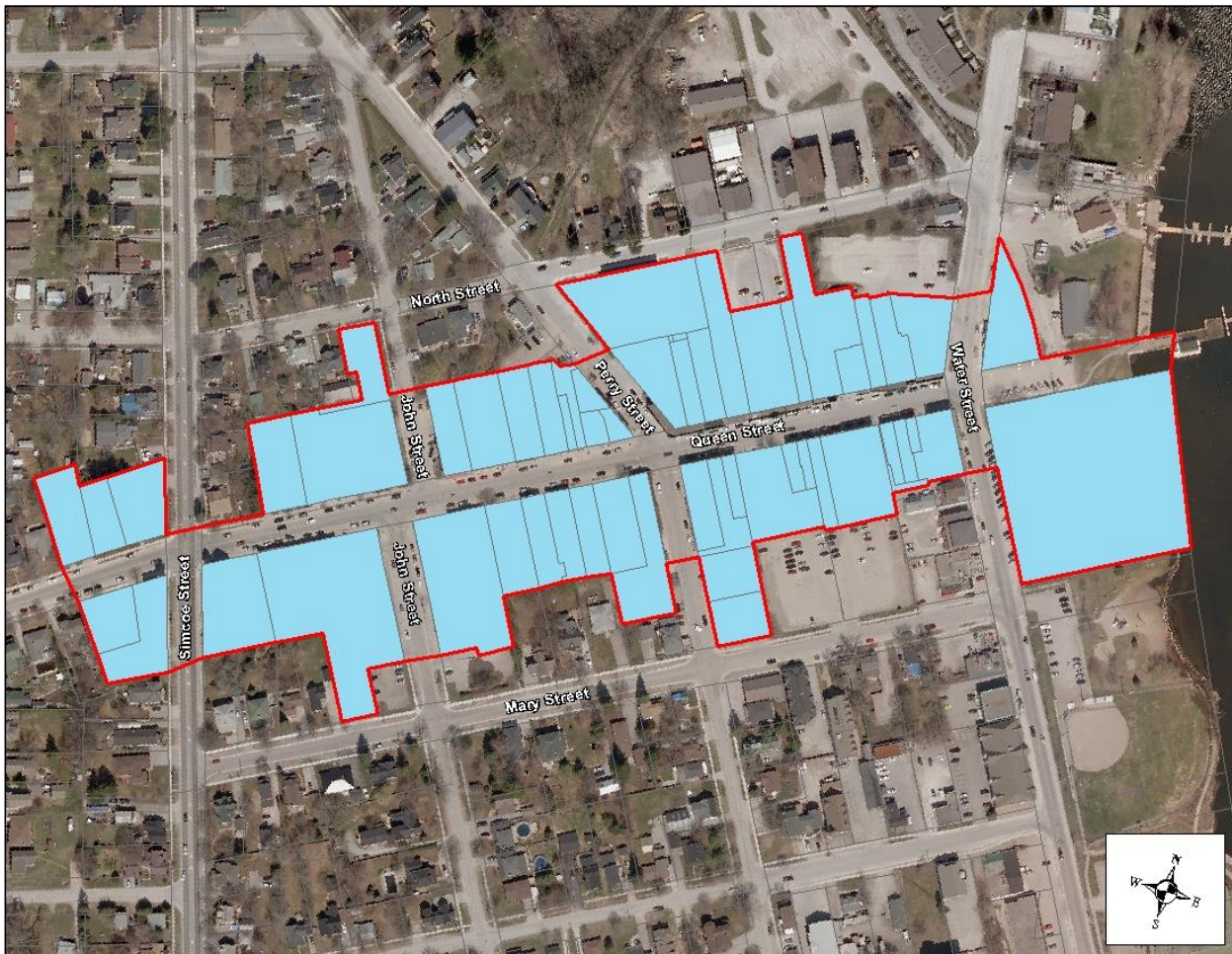


# DOWNTOWN PORT PERRY HERITAGE CONSERVATION DISTRICT PLAN

## HERITAGE SIGN PERMIT GUIDE & APPLICATION



# HERITAGE SIGN PERMIT APPLICATION CHECKLIST

## SIGNS

The following supplementary and supporting documents/materials are required for a Heritage Sign Permit application to add, replace or alter a sign within the Downtown Port Perry Heritage Conservation District. The Heritage Sign Permit is to be used in conjunction with, but does not supersede the Township's Sign By-Law, 40-15 and permitting process. A Sign Permit issued through the Building Department may also be required depending on the circumstance. Please contact the Building Department at [building@scugog.ca](mailto:building@scugog.ca) or 905-985-7346 ext. 169 to confirm with Building Staff what requirements are needed to obtain a Sign Permit.

### EXISTING

- Colour photographs or graphics of elevations, architectural details, streetscape, and the location and details of existing signs

### PROPOSED

- A written description of proposed sign(s), including location, type, orientation, and lighting.
- Appropriately scaled elevations (and a site plan if required), or an image of the proposed sign superimposed on a photo or graphic of the existing structure, showing the location and details of the proposed sign(s).

The following additional information and details are required:

- type (i.e. fascia/ wall, hanging, window, awning etc.)
- method of installation and details (affixed to wall)
- dimensions (width, height and sign area)
- number of sides
- shape
- material(s)
- wording and content
- graphics style and size
- percentage of building façade coverage
- type of exterior lighting source, if any
- streetscape elevations
- Paint chips and corresponding heritage catalogue name and paint number for each colour proposed to be used in the sign with a depiction of where each colour will be used.

**Note:** Elevation drawings or photos must be in full colour.



## APPLICATION FOR HERITAGE SIGN PERMIT

### OFFICE USE ONLY

|                                   |       |             |       |
|-----------------------------------|-------|-------------|-------|
| DATE RECEIVED                     | _____ |             |       |
| DATE DEEMED TO BE COMPLETE        | _____ |             |       |
| HERITAGE SIGN PERMIT NO.          | _____ | DATE ISSUED | _____ |
| CORRESPONDING BUILDING PERMIT NO. | _____ | DATE ISSUED | _____ |
| PROPERTY ROLL#                    | _____ |             |       |

### 1. DESCRIPTION OF SUBJECT PROPERTY

MUNICIPAL ADDRESS: \_\_\_\_\_

### 2. APPLICANT: \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### 3. AUTHORIZED AGENT: \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### 4. REGISTERED BUILDING OWNER(S): \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**5. AUTHORIZATION OF PROPERTY OWNER FOR AGENT TO MAKE THE APPLICATION:**

If the Applicant/Agent is NOT the Owner of the property that is the subject of this application, the written authorization of the Owner that the Applicant/Agent is authorized to make the application, must be included with this application, or the Authorization set out below must be completed.

I/We \_\_\_\_\_ am/are the Owner(s) of the property that is the subject of this Heritage Permit Application and I/we authorize \_\_\_\_\_ to make this application on my/our behalf.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**6. AUTHORIZATION OF OWNER FOR DISCLOSURE OF PERSONAL INFORMATION**

I/We \_\_\_\_\_ am/are the Owner(s) of the property that is the subject of this Heritage Sign Permit Application and I/we, for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**7. ALL COMMUNICATIONS TO BE FORWARDED TO: (Check one only)**

APPLICANT

AGENT

BUILDING OWNER



**OFFICE USE ONLY**

This application has been:

APPROVED

REFUSED

\_\_\_\_\_  
Date

Conditions/Rationale: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mr. K. Heritage, Director of Development Services

\_\_\_\_\_  
Date