



Municipal Enforcement Services

Town of Oakville 1225 Trafalgar Road, Oakville, ON L6H 0H3

Applications must be submitted for review 30 days prior to the event date.

For events lasting up to ninety (90) days, signs may be erected fourteen (14) days before the event.

Please PRINT or TYPE in BLOCK letters.

Application Fee	\$114.00 per event – 8 signs maximum
Event Details	Name of the event being promoted: _____ Event Dates: _____ to _____ Start Time: _____ End Time: _____ Event Location: _____
Applicant's Information	Applicant's First Name: _____ Last Name: _____ Applicant's Address: _____ Number Street Name _____ _____ _____ City/Town Postal Code Unit # Telephone: _____ Email: _____
Organization Information	Organization Name: _____ Organization Address: _____ Number Street Name _____ _____ _____ City/Town Postal Code Unit # Telephone: _____ Email: _____
Sign Information	Type of sign to be displayed for the event: _____ Number of Signs: _____ Date sign will be erected: _____ Removal Date: _____
Sign Contractor (If applicable)	Are you using a Sign Contractor Company to install the signs: Yes No If yes, complete this section. _____ Number Street Name _____ _____ _____ City/Town Postal Code Unit # Telephone: _____ Email: _____

Sign Permit Application Requirements

All sign permit applications must be accompanied by the following: Failure to provide the required documents will delay the issuance of the permit. Incomplete applications will not be accepted and will be returned.

- ☐ A detailed site map of where the event will take place, including the location of where the signs will be erected. Include street names, intersections etc.
- ☐ Certificate of Public Liability Insurance in the amount of no less than three million dollars (\$3,000,000). The Town of Oakville, 1225 Trafalgar Road, Oakville, ON L6H 0H3 listed as either; “additional insured”, “certificate holder” or “co-insured”.
- ☐ Sample of the sign message
- ☐ Application Fee

Is the sign within 400 meters of any 400 series highway? Yes No
If yes, written approval from the Ministry of Transportation of Ontario (MTO) must be included with any sign permit application.

Permit Terms & Conditions A permit may be granted subject to the following terms:

- a) Applications for cross-street banner signs and street light pole banner signs must be made to the Engineering Construction Department
- b) Maximum of 8 temporary signs may be displayed per event under this permit for the event, date(s), sign types and locations as set out in this application.
- c) No sign may be located or displayed on a tree, fence, pole, bench, waste receptacle, or traffic sign.
- d) Signs must be removed within one (1) day of the conclusion of the event.
- e) Event signs which are located and displayed in such manner, number and size as in the opinion of the Designated Official, having regard to other signs permitted under this by-law, maintains the general intent and purpose of this by-law and Town policies, in particular public safety and, where the event sign recognizes a corporate sponsor, the Town’s sponsorship policies, subject to the following provisions and requirements
- f) Event corporate sponsor may be recognized on the sign provided the recognition of the corporate sponsorship shall encompass no more than 15% of the sign area.

Please submit completed applications and payment to:

By E-mail to enforcement@oakville.ca An e-mail with payment instructions will be sent upon review of a complete application by Enforcement Services

I, _____, of the _____ of _____ in the
(Applicant to print name in full) (City or Town) (Name of Municipality)
_____, of _____, confirm;
(Region or County) (Name of Region/County)

- 1. I am the ☐ Owner or ☐ Authorized Agent of the owner named in this application;
- 2. The statements contained in the said application are true and made with full knowledge of the circumstances connected with the same;
- 3. The plans and specifications properly describe the work for which a permit is being sought;
- 4. The current plan of survey submitted correctly set out the dimensions and area of the lands described in the said application, the locations, and nature of any easements on such lands, and the location of existing and proposed buildings in relation to the street, property lines and any easement.

Take notice that the applicant’s sign may be subject to further permit requirements from other government authorities and it is the Applicant’s responsibility to ensure that all requisite permits and approvals have been obtained. The Town of Oakville does not take any responsibility for losses or other action resulting from non-compliance with applicable law and this permit is not to be construed so as to authorize or permit any act prohibited by other applicable law.

Permits are annual in nature. Development Ground Signs must be removed from the development site within 60 days of the first unit occupancy on the lot.

I HEREBY CERTIFY that I have read and fully understand all of the above conditions and that I make this Solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of “**The Canada Evidence Act.**”

Dated this _____ day of _____, 20_____.

Signature of Authorized Agent of Sign Contractor/Applicant

SERVICEOAKVILLE USE ONLY:

Date Received: _____ Received by: _____

Total Fee: _____ Receipt Number: _____

ENFORCEMENT SERVICES USE ONLY:

Sign Application No: _____ AMANDA IB Number: _____

Assigned to Enforcement Officer: _____

Application Decision: Approved: Denied Permit Issue Date: _____

Personal information on this form is collected under the authority of the Municipal Act and the Town of Oakville Sign By-law and will be used for sign issuance and regulation. Questions about this collection should be directed to Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3, telephone 905-845-6601.