



Application for Sign Permit

To be completed by Applicant

Applicant Name:		Sign Permit Fee: \$150.00	
Applicant Address:		Private Rd. Signage & Fingerboards \$500.00	
Phone Number:			
Email:		Receipt Number:	

Location Description:

Civic Address:		Roll Number:	
Municipal Road:		Lot:	
Property Owner Name:		Concession:	
GPS Coordinates:		Ward:	

Type of Sign(s):

Qty.

Refer to Section 1.40 (Definitions) of By-Law 2018-30		

Submission Checklist:

- Refer to Section B.8. (Application) of By-Law 2018-30 for further details
- All measurements to be in metres
- Written Authorization of Property Owner and Occupant of the premises where the sign is proposed ☐
- Detailed Site Plan Map/Sketch of the proposed sign location outlining setback measurements from street lines and property lines ☐
- Site Plan/Sketch showing elevation and cross section view of proposed sign and sign structure including sign dimensions ☐
- Image/Sketch of the proposed sign design ☐
- If applicable, drawings showing where the sign will be attached to buildings, and details of how the sign will be attached ☐
- Minor Variance required? Y☐N☐
- Proof of Approval from other jurisdictions required? Y☐N☐

Note:

The Township is not responsible for maintenance or replacement of approved sign installations

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Number (if approved): \_\_\_\_\_

Personal Information on this form is collected by Township of Muskoka Lakes under the authority of The Municipal Act, 2001, S.O. 2001, c.25, as amended and any by-laws passed pursuant to it and for the purpose of a Sign Application with Township of Muskoka Lakes and for no other purpose. Applicants are advised that the Township may be required to disclose information in this form under the Municipal Freedom of Information and Protection of Privacy Act. Questions should be directed to the Township of Muskoka Lakes, 1 Bailey St. Port Carling, ON, P0B 1J0



**Municipal Approval Section  
Sign Installation Permit**

On the basis of this application and all pertinent schedules and by-laws and notwithstanding any other liability, approval, regulation, by-law, or provincial statute, the applicant is herewith approved to proceed with the sign installation as requested.  
This permit is issued by the Director of Operational Services under the authority of Township of Muskoka Lakes By-Law 2018-30.

Muskoka Lakes Permit Number: \_\_\_\_\_

Instructions to Applicant: (Conditions of Approval)

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**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Nick Colucci P.Eng. BASc, MBA, FEC**  
**Director of Operational Services**