



Application #  
Assigned by County

**Public Works Department**

Public Works Building, 99 Christie Lake Road, Perth, ON. K7H 3C6  
Phone: 613-267-1353 Toll Free : 1-888-952-6275 Fax: 613-267-2793 Email: [roads@lanarkcounty.ca](mailto:roads@lanarkcounty.ca)

**APPLICATION FOR ADVERTISING SIGNS AND DEVICES**

**WORK MUST NOT BEGIN UNTIL THIS APPLICATION HAS BEEN APPROVED**

**TYPE OF APPLICATION (Select one)**

- A.  FIELD ADVERTISING SIGN
- B.  PRIVATE IDENTIFICATION SIGN
- C.  RESTRICTIVE SIGNS (NO HUNTING, NO TRESPASSING, ETC.)

Are you proposing to  Construct/Install **New Sign**  Relocate/Alter **Existing Sign**

**APPLICANT INFORMATION**

Name of Applicant(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phones: Home: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION: (Where sign will be located)**

Applicant is Property Owner  (Proof of ownership must be provided – submit copy of Transfer Document)

If lands are owned by someone other than the applicant, complete information below and submit **PROPERTY OWNER PERMISSION** form found on page three.

Name of Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phones: Home: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

**DESCRIPTION OF THE SIGN**

Indicate if your measurements are  Feet  Metres

LENGTH

W  
I  
D  
T  
H



Sign Length: \_\_\_\_\_ Sign Width: \_\_\_\_\_

**A sketch of the sign, outlining the wording and/or graphics, together with the colours to be used must be provided as part of this application form.**

**LOCATION OF PROPOSED SIGN**

County Road Number: \_\_\_\_\_ Side of Road:  North  South  East  West

P.I.N. # \_\_\_\_\_  at property  closest to property

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Geographic Township: \_\_\_\_\_

Intersection of: \_\_\_\_\_ and \_\_\_\_\_

Further Description of Location if required: \_\_\_\_\_

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

**STAKING THE PROPOSED SIGN LOCATION**

The County requires that you **stake the proposed sign location by posting the green marker card**, which will be provided when you submit your application.

Please indicate the date that the marker card will be posted: \_\_\_\_\_

**APPLICANT SIGNATURES**

I/we hereby apply to the Corporation of the County of Lanark for permission to construct, alter, install a sign as outlined in this application form and do hereby agree to conform to the County's conditions, standards and specifications governing signs. I/We also agree to mark the sign location and place the green marker card by the date indicated above.

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

\_\_\_\_\_  
Date

**PROPERTY OWNER PERMISSION FORM**

**(If sign is to be located on property not owned by the Applicant)**

**Agreement of Sign Location and Use of Lands**

I/We, \_\_\_\_\_ am/are the legal  
*Print Owner(s) Name(s)*

property owner(s) of the property that is the subject location of the proposed sign.

I/We am/are in agreement to permit the applicant to install and maintain said sign on our property.

I/We understand that any and all agreements between property owners relating to installation, works, maintenance, costs, etc., are between the property owners and that the County of Lanark is in no way responsible or liable.

**Contact phone number** for owner(s): \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner                      Witness                      Date

\_\_\_\_\_  
Signature of Owner                      Witness                      Date

\_\_\_\_\_  
Signature of Owner                      Witness                      Date

\_\_\_\_\_  
Signature of Owner                      Witness                      Date

**All legal owners of the property must sign this permission form and all owners signatures must be witnessed by someone other than a co-owner or the person making this application.**

**SKETCH ACCOMPANYING ALL APPLICATIONS**

Application #

**An accurate, complete sketch is mandatory; APPLICATIONS WILL NOT BE PROCESSED WITHOUT A SKETCH.**



**SKETCH TO INCLUDE**

- Dimensions of the sign
- Wording of the sign
- Graphics to be included on the sign
- Colours to be used on the sign