

## Kadour, Karen

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**From:** Pillon, Adam  
**Sent:** Monday, March 26, 2018 8:07 AM  
**To:** Kadour, Karen  
**Subject:** Banner Sign Permits

Hi Karen,

In order to obtain a banner sign permit, the proponent is required to first execute a banner-pole-use agreement with Enwin Utilities. A banner-pole-use agreement is an agreement between Enwin Utilities and the applicant for permission to use the poles and also the obligations. The agreement details the quantity, size, material and location of the banner signs. The Traffic Engineering Department is currently preparing a banner sign policy, however the policy has not been approved as of yet. The policy will require additional deposits for each banner sign.

Once the banner-pole-use agreement is executed the proponent is required to obtain a Public Works permit. The permit fee is \$212.00 plus a \$250.00 indemnity deposit. The following information is required to obtain a permit:

1. Public Works permit application
2. Provide a copy of the executed banner-pole-use agreement with Enwin Utilities. Which includes
  - Location of the banners.
  - The size of your banners
4. Time frame that the banners will be in place.
5. Certificate of Insurance
6. Information on the Contractor who will be installing and removing the banners.
7. Ensure that the banners are positioned on the pole so as not to interfere with any streetlights or traffic signage.
8. All signs shall comply with Sign By-law 250-2004.

If you have any questions please feel free to contact me.

Regards,

**Adam Pillon**

*Right-of-Way Supervisor*



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