



STREETS & SIDEWALKS  
PERMIT APPLICATION

Business Name: \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_

Civic Address of Property: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Permit Applying For (See Schedule A) \_\_\_\_\_

Describe details of the use of the Town street/sidewalk or street right-of-way. Include dates requested and requested location:

Attach plan or diagram showing dimensions, requested location, etc. for portable signs, sidewalk cafes, steps, planters, benches and any other encroachments on the street and sidewalk right-of-way.

Attach a copy of the current liability insurance policy held by the applicant. Minimum \$1,000,000 policy required.

All applications are reviewed by the Manager of Public Works & Transportation and are subject to approval. Provisions for permits are contained in the Town's Streets and Sidewalks By-law. Other conditions may apply as determined by the Town.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Office Use Only

Permit Approval Signature (Town): \_\_\_\_\_

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

## SCHEDULE "A"

### Permit Fees:

Street Transport Permit	\$50.00
Street Use Permit – Contractor Vehicles/Equipment	\$7.50/day per space
Street Use Permit – Removable Steps & Wheelchair Ramps	\$75/year
Street Use Permit – Sidewalk Cafes	\$20/month per table
Street Use Permit – Portable Signs (Commercial)	\$40/year
Street Use Permit – Portable Signs/Banners (Non-Profit)	\$0
Street Use Permit – OPUS Sign (Specific Businesses)	\$20/year per business
Street Use Permit – Portable Planters/Benches	\$10/year per planter/bench