



# Road Allowance Sign Application & Permit

Mailing Address:  
37 Main St. E., Huntsville, ON P1H 1A1  
(705) 789-5684 Ext. 3821

**Initial Fee: \$38.50 + G.S.T.** per sign  
**Annual Fee: \$22.00 / sq. m.** per sign. (\$22.00 minimum)  
**Cottage Assoc. Fee: \$27.50 + G.S.T.**

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Name of Applicant: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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### SIGN TYPES:

#### **Field Advertisement**

No. of Signs: \_\_\_\_\_

Initial Fee:  
(per sign) \_\_\_\_\_

Annual Fee: \_\_\_\_\_  
(per sign)

(first year due with application and to be  
invoiced once a year thereafter)

#### **Cottage Association**

Initial Fee:  
(per sign) \_\_\_\_\_

*(metric conversion: square feet to square meters - multiply by 0.093)*

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Size: \_\_\_\_\_

Legend: \_\_\_\_\_

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LOCATION (S) (road/street name or lot, concession, ward, etc.):

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### OFFICE USE ONLY:

Date Application  
Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Initial Fee  
Received by: \_\_\_\_\_

Sign Erected: \_\_\_\_\_

Approved for installation:

\_\_\_\_\_  
Superintendent or Foreman

\_\_\_\_\_  
Date



# Sketch

Mailing Address: *Muskoka*  
37 Main St. E., Huntsville, ON P1H 1A1  
(705) 789-5684 Ext. 3821

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**TOP PORTION:**  
PLEASE SKETCH A DIAGRAM OF YOUR SIGN

**BOTTOM PORTION:**  
PLEASE SKETCH DIRECTIONS AND LOCATION OF SIGN PLACEMENT



## TOWN OF HUNTSVILLE

### SIGN POLICY - SIGNS ON PUBLIC LAND

#### Being a policy to regulate the installation of signs on Public Land

**WHEREAS** every road or part thereof that forms part of the Municipal road system is under the jurisdiction and control of the Corporation of the Town of Huntsville;

**AND WHEREAS** it is deemed necessary to control the installation of private signs on Municipal road allowance and public land;

**NOW THEREFORE**, the Corporation of the Town of Huntsville enacts the following policy:

(A) Definitions

1. "Public Land" shall have the same meaning as the "Corporation of the Town of Huntsville".
2. "Municipal Road Allowance" shall have the same meaning as the "Corporation of the Town of Huntsville".
3. "Cottage Association Sign" means a sign grouping identifying the name of the occupants of four (4) or more properties.
4. "Director" shall mean the Director of Public Works appointed by Council or a municipal employee acting on the Director's behalf.
5. "Field Advertising Sign" shall mean a sign that advertises a business elsewhere than upon the property which the sign is located but shall not include temporary signs.

Private Signs Permitted on Municipal Road Allowance or Public Land

- a) Field advertisement sign
- b) Cottage association sign
- c) Temporary signs i.e. election signs, real estate signs

**TOWN OF HUNTSVILLE**  
**Sign Policy - Signs on Public Land**  
**Page 2**

Sign Restrictions

- a) Sign shall not have red or green flashing lights.
- b) Signs shall have a minimum 2 metres clearance above ground level.
- c) Maximum sign size shall be 2 metres by 3 metres.
- d) Sign message shall be restricted to allow the following:
  - (i) Local business only
  - (ii) Food
  - (iii) Fuel
  - (iv) Accommodation
  - (v) Tourist attractions

Applications

Applications for signs on public land must include the following information:

- a) A diagram of the proposed sign
- b) Overall dimensions of proposed sign
- c) Colour arrangement and wording of proposed sign
- d) Material to be used for sign and supports
- e) illumination to be used if applicable

Fees

- |    |  |                               |
|----|--|-------------------------------|
| a) | Cottage association signs                                  | \$27.50                       |
| b) | Field advertising sign application fee<br>(non refundable) | \$38.50                       |
| c) | Field advertising sign annual renewal fee                  | \$22.00/sq. m. (\$22.00 min.) |