



## Price Schedule

### **Application Fee - \$25.00**

PART "A" of the Commercial Identification Sign Application Form must be completed, signed and submitted with the required twenty five dollar application fee, to commence the site inspection and approval process. Application fees are Harmonized Sales Tax (HST) exempt.

### **Manufacturing and Installation Costs**

Type A Sign	One or Two lines of text, single sided sign	\$372	(48 x 16 inches)
Type B Sign	One or Two lines of text, double sided sign	\$384	
Type C Sign	Three lines of text, single sided sign	\$382	(48 x 24 inches)
Type D Sign	Three lines of text, double sided sign	\$422	

All manufacturing and installation costs are subject to Harmonized Sales Tax (HST). The above prices include HST.

### **Annual Maintenance Fee - \$30/sign/year**

All maintenance fees are due prior to June 1<sup>st</sup> each year. An invoice will be forwarded to your business, at the address indicated on your application form. It is the owner's responsibility to advise the County if the ownership or address of the business changes at any time. Annual maintenance fees are subject to Harmonized Sales Tax (HST).

Signs that are removed due to non payment of the annual maintenance fee are subject to reinstallation costs, which must be paid in full prior to the sign being reinstalled.

Owners are requested to advise the County if their business ceases to operate, at which time the County of Lanark will remove all Commercial Identification Signs relating to the business. Signs which are removed are available to the owners. Owners must pick the signs up at the County of Lanark Engineering Building at which time they will be requested to complete a form indicating their agreement not to place the sign(s) on or adjacent to County road allowance without the written approval of the Public Works Department.

All prices are subject to increase as approved by Lanark County Council.

*All payments should be made payable to "County of Lanark"*

COMMERCIAL IDENTIFICATION SIGN APPLICATION

PART "A" - APPLICANT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email (optional) \_\_\_\_\_

Total number of signs being applied for under this application \_\_\_\_\_

I have completed and attached "Part B" identifying the wording and location(s) of the proposed signs. I agree to pay the total cost for the proposed Commercial Identification Sign(s) prior to the fabrication and installation, and I agree to pay the annual maintenance fee.

\_\_\_\_\_
Date

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

\_\_\_\_\_
Please print name here

\*\*\*\*\*For County Use Only\*\*\*\*\*

Date of Application \_\_\_\_\_ Staff Signature \_\_\_\_\_

\$25.00 Application Fee Received ? Cash [ ] Cheque [ ]

APPROVAL

Date of Approval \_\_\_\_\_ Staff Signature \_\_\_\_\_

Sign wording and location(s) are approved as initialed in "Part B" attached.

PAYMENT

Date invoice mailed \_\_\_\_\_ Invoice # \_\_\_\_\_

Date Payment Received \_\_\_\_\_ A/R # \_\_\_\_\_ Initials \_\_\_\_\_

FABRICATION & INSTALLATION

Date request sent to manufacturer \_\_\_\_\_

Date signs received \_\_\_\_\_ Date Signs Installed \_\_\_\_\_

FILE COMPLETION

Signs added to Commercial ID Inventory List [ ]

## COMMERCIAL IDENTIFICATION SIGN APPLICATION

### PART "B" – SIGN WORDING & LOCATIONS

Applicant Name (from Part A) \_\_\_\_\_

<b>Sample Sign Name</b>	<b>km</b> ←
-------------------------	----------------

<b>Sample Sign Name</b>	<b>km</b> →
-------------------------	----------------

<b>Sample Sign Name</b>	<b>km</b> ↑
-------------------------	----------------

SIGN CRITERIA

A maximum of approximately 12 characters per line are allowed. Spaces are considered as characters. Names should appear in upper and lower case letters.

A maximum of 3 lines can be accommodated on signs.

Distances should be measured & indicated in kilometers (km) from the business entrance to the location of the sign. The distance and a directional arrow are mandatory. Measuring the distance is the responsibility of the owner & must be provided as part of the sign request. If the distance is less than 1km, please provide exact distance ie: 0.6. If the distance is greater than 1km, please round to the nearest km as decimals are not utilized for distances in excess of 1km. Please circle the required arrow.

**The sample signs above are intended to provide the applicant with layouts used depending on the directional arrow.** After reviewing the sample signs above and referring to the sign criteria, please complete one section for each sign proposed. Be sure to specify the proposed location of the sign.

Single Sided ↑	<p><b><i>Proposed Sign</i></b> (maximum 12 characters x 3 lines)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ km</p> <p>↑</p> <p>↓</p> <p>←</p> <p>→</p>
Double Sided ↑		

Proposed Location

... County use only...

Wording Checked [ ] Location Approved -> Staff Initials \_\_\_\_\_

Sign Type \_\_\_\_\_

Notes

Single Sided ↑	<p><b><i>Proposed Sign</i></b> (maximum 12 characters x 3 lines)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ km</p> <p>↑</p> <p>↓</p> <p>←</p> <p>→</p>
Double Sided ↑		

Proposed Location

... County use only...

Wording Checked [ ] Location Approved -> Staff Initials \_\_\_\_\_

Sign Type \_\_\_\_\_

Notes

Single Sided ↑ Double Sided ↑	<p><b>Proposed Sign</b> (maximum 12 characters x 3 lines)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ km</p> <p>↑</p> <p>↓</p> <p>←</p> <p>→</p>
Proposed Location		
<p>... County use only...</p> <p>Wording Checked [ ] Location Approved -&gt; Staff Initials</p> <p>_____</p> <p>Sign Type _____</p> <p>Notes</p>		

Single Sided ↑ Double Sided ↑	<p><b>Proposed Sign</b> (maximum 12 characters x 3 lines)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ km</p> <p>↑</p> <p>↓</p> <p>←</p> <p>→</p>
Proposed Location		
<p>... County use only...</p> <p>Wording Checked [ ] Location Approved -&gt; Staff Initials</p> <p>_____</p> <p>Sign Type _____</p> <p>Notes</p>		

Single Sided ↑ Double Sided ↑	<p><b>Proposed Sign</b> (maximum 12 characters x 3 lines)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ km</p> <p>↑</p> <p>↓</p> <p>←</p> <p>→</p>
Proposed Location		
<p>... County use only...</p> <p>Wording Checked [ ] Location Approved -&gt; Staff Initials</p> <p>_____</p> <p>Sign Type _____</p> <p>Notes</p>		