



**REQUEST FORM FOR CERTIFICATE OF AUTORIZATION
FOR THE CONSTRUCTION OF A SIGN**

IDENTIFICATION OF THE OWNER/OWNERS/APPLICANT		
Last name	First name	
Address	City/Town	Postal Code
Telephone	Cellular	
Last name	First name	
Address	City/Town	Postal Code
Telephone	Cellular	
E-mail address		
<p align="center">Obtain a proxy if the applicant is not the owner of the immovable. All the owners have to sign the request or give a proxy of authorization to the applicant. If you have owned the building and/or land for less than six (6) months, please furnish a copy of your notarized deed of sale that has been registered with the Registry office.</p>		
Publication date	Registration number	

LOCATION OF THE PROJECTED WORK	
Address	Actual usage (ex.: residential, commercial, vacant lot)
If this is a vacant lot, complete the section below	
Lot number	Street

MAIN PLAN DESIGNER		
<p align="center">The plans must be prepared by an Architect or a qualified technologist (with a seal) belonging to a Professional Order.</p>		
Last name	First name	
Address	City/Town	Postal code
Telephone	Date of plan	Plan number

EXECUTING CONSTRUCTION WORK		
Business name	Name of responsible of the construction site	
Address/City/Town	Telephone number of the responsible person	
Postal Code	Business telephone number	RBQ license (if any)

CHARACTERISTICS OF THE WORK	
Nature of work <input type="checkbox"/> Construction of a sign <input type="checkbox"/> Re-construction of a sign <input type="checkbox"/> Enlargement of a sign	Projected usage <input type="checkbox"/> Residential usage <input type="checkbox"/> Commercial usage <input type="checkbox"/> Industrial usage <input type="checkbox"/> Institutional usage <input type="checkbox"/> Mixed usage (residential & commercial)
If you checked off residential or mixed usage, please specify the following	
Type of implantation: Indicate the location of the sign, including the distances between the sign and lot lines front, side and rear, the name of the adjacent street, waterways or other sensitive elements, the position of the buildings on the property and neighboring properties.	

Evaluation of the costs of the work \$ _____	Start date: _____ Ending date of work: _____
List the materials, including lighting (if any): 	

FEES	
Request	Cost
Construction of a sign	\$ 100.00

The fees must be paid when the request is deposited

SECTION TO BE COMPLETED BY THE PLANNING DEPARTMENT OF THE MUNICIPALITY	
<u>Nature of work following the analysis of the plans:</u> Area _____ m ² /Height from the ground _____ m ² Height _____ m Width _____ and Depth _____	Material including post and lighting: _____, _____ _____ Exterior finishing: _____

MANDATORY INFORMATION NEEDED THE CONSTRUCTION OF A SIGN

The distances and dimensions must be in meters: **1 meter = 3.281 feet**

- a) **A project plan of implantation:** indicating the dimension of the land, the projected location of the sign, including its dimensions, the setbacks, all current or projected elements, that could affect the construction notably: the topography of the land, right of ways, passages, paths, infrastructures, power lines, septic installation, well, the high water line, wet lands.
- b) **The complete construction plans** along with a description of the work being considered and the materials.
- c) A plan indicating the location of the **parking area, driveway and location and width of the driveway.**
- d) The location of **fences, hedges, low walls and retaining walls.**
- e) If applicable, an authorization from the Minister of Transport of Quebec.
- f) If applicable, all the necessary documents or all information **when the land is located in a flooding zone, a wet zone, on the shoreline of a water course** showing the characterization of the zone and the localization of the protective shore line which is essential according to the Policy of protection of banks, the shorelines and flooding zones.
- g) If applicable, the acceptance or an attestation from the C.P.T.A.Q. (Commission de protection du territoire du Québec).

Signature of the owner/owners/applicant	Date:
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ATTENTION : BY-LAWS ON PERMITS AND CERTIFICATES NO. 195-2012 Article 2.1.8: Modifications of the plans and documents

Any modifications made to the plans and the documents previously approved by the appointed Municipal Officials cancels the permit or the certificate unless these plans, were subject to an approval prior to starting the work in conformity with the Planning-By-Law.

NOTE: The present form aims at accelerating the request of a permit and constitute at no time either a complete request or an authorization to proceed with your project.

The Municipality of the Township of Harrington cannot guarantee that the present form is up to date at all times and does assume any responsibility for differences that may occur between the original text and the electronic text of this form.



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