



## PUBLIC WORKS DEPARTMENT

30 Centre Street, Orangeville, Ontario L9W 2X1  
Ph: 519-941-2816 ext. 2600 Fax: 519-941-4565  
[publicworks@dufferincounty.ca](mailto:publicworks@dufferincounty.ca)

Office use only  
Customer ID:

### Sign Application (Tourism, Advertising, Way-Finding Sign Program)

This program covers Dufferin County Roads only. There is one, standard format for all signs. Size is 1ft. high x 5ft. long (30.5cm x 152.5cm) Background colour is royal blue with white border. Lettering is white in all capital letters. No logos are permitted. The County of Dufferin inventories signs annually and replaces them when required.

SIGN TEXT: Maximum 2 lines of text per sign, 17 characters per line. Use one character per box.

On one end (depending on direction required) will be a directional arrow and beneath, the number of kms. to your location.

This space is for illustration purposes only. Directional arrow with kilometric distance will be included here.																	

	Maximum Number of Signs per Customer is 4			
	Sign 1	Sign 2	Sign 3	Sign 4
Dufferin County Road	Road	Road	Road	Road
If sign will be at an intersection, indicate which road it intersects with	Intersection of Road	Intersection of Road	Intersection of Road	Intersection of Road
Indicate the side of the road to place sign (Select one option for each sign)				
Distance to be displayed on each sign (to the nearest kilometer)				
Direction of arrow to be displayed on sign (Select one option for each sign)				

Your name:

Your company name:

Your address:

Town:

Prov:

Postal Code:

Daytime phone number:

Email:

Best time to call you to discuss your order (Mon-Fri between 8:30am and 4:30pm, excluding holidays):

When you have completed the application please submit to the Public Works Department for approval and/or discussion regarding your preferences. The County reserves the right to refuse applications which cannot be safely installed as per the Municipal Standards Act.

When your application has been approved the Public Works Department will give you an approximate date for installation, the installation fee and maintenance fee owing. All fees must be received before your order is processed. The following fees apply:

1. **One-time** Installation Fee for each sign ordered (to a maximum of 4 signs): **\$200/sign plus tax**
2. **Annual** Maintenance Fee for each sign: **\$70/sign plus tax**
  - a. In the first year of installation the maintenance fee will be pro-rated for the total number of whole months left in the current calendar year following installation of your sign(s)
  - b. For all subsequent years, you will be invoiced in early March for the full amount per sign
  - c. Sign inventories are conducted each spring to schedule sign replacements and maintenance

Payment by cheque or money order may be mailed. Cash, Debt, Visa/MasterCard accepted at the service counter only. If you prefer to pay your invoice on-line follow this link to our secure payment option: <https://www.dufferincounty.ca/purchase>

**Please note: the Submit form button will only function when using Internet Explorer.**

The personal information collected on this form is collected under the authority of the Municipal Act for the purpose of the proper administration of Dufferin County's Sign Program. Specific questions relating to the Municipal Freedom of Information and Protection of Privacy Act can be directed to the Director of Public Works, County of Dufferin at 519-941-2816 x2600.