

## **APPLICATION FOR SIGN OR TRAFFIC CALMING DEVICE REVIEW**

**CONTENTS:**

- 1) General Public Summary Information
- 2) Petition Form

**ACKNOWLEDGEMENT STATEMENT:**

I have received and read the Public Summary Information which outlines the procedure for a sign or traffic calming device.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Note: This cover sheet must be submitted with the application.**

Application No.

**APPLICATION FOR  
SIGN OR TRAFFIC CALMING DEVICE REVIEW**

**PART I. APPLICANT INFORMATION** (Part I to be submitted in triplicate.)

1. APPLICANT'S NAME

Address

Telephone No. (\_\_\_\_\_)

*(If more than one applicant, please attach list and signatures.)*

2. CURRENT PROPERTY OWNER'S NAME(S)

Address

Telephone No. (\_\_\_\_\_)

*(Provide for each owner of real property that is subject to petition; please attach list and signatures.)*

3. AGENT'S NAME

Address

Telephone No. (\_\_\_\_\_)

*(Required if other than a resident or property owner; if more than one agent, please attach list.)*

4. BRIEFLY STATE REQUEST:

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5. APPLICATION CERTIFICATION:

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. *(Attach signatures as required.)*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTE:** Any desire to amend or withdraw application must be submitted in writing to the Public Works Department.

## **PART II. REQUIRED APPLICATION INFORMATION**

1. **FEES** (Payment required upon application submission)

With application:

- \$10 for administrative reviews (where decisions may be made by Development Review Committee).
- \$100 for Board reviews plus \$0.33 per mailing item (number of owners to be notified will be determined by Public Works Department). Mailing fee is non-refundable. Application fee will be credited against any approved improvements.
- \$100 per sign will be assessed and paid prior to installation. If additional costs are required to implement approved program, costs will be assessed to affected property owners.

2. **VICINITY MAP** drawn to a noted scale and showing:

- The location of the property subject to the petition;
- Relationships to surrounding streets; and
- Location of requested study area, signs or traffic calming devices.

Please note: City Maps which may be used for this purpose are available at Maitland City Hall.

3. **REASON FOR REQUEST**

- Attach letter identifying background and reasons for request.