

## Applicant information *(please print)*

Primary Contact Name (First, Last)		Primary Contact Phone No.	
Name of Organization		Charitable Registration No.	
Mailing Address			
Apt/Unit No.	City	Province	Postal Code
Alternate Phone No.	Fax No.	Email Address	

## Installation Company

Contact Name (First, Last)	Contact Phone No.
Email Address	Fax No.
Installation Date(s) (yyyy-mm-dd)	Removal Date(s) (yyyy-mm-dd)

## Proposed Installation

<b>Pole Banner</b> (60 days max)	<b>Seasonal Decorations</b> (60 days max)	<b>Flower Baskets</b> (60 days max)	<b>Road Banner (14 days max)</b> on bridge – <i>select locations below</i>
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The following items must be submitted with your application:

- A copy of the third party written approvals with list of approved locations:
  - For Hydro poles: <http://www.torontohydro.com/sites/electricsystem/business/attachments/Pages/HydroPoleAttachments.aspx>
  - For TTC poles: [Kris.Prashad@ttc.ca](mailto:Kris.Prashad@ttc.ca)
  - For requests to install within a local BIA, where the BIA is not the applicant, a letter of consent is required
- A drawing in a metric scale showing:
  - banner sign and/or temporary decorations, including text and any symbols/pictures
  - names and identifying symbols of the sponsor(s), corporate recognition must not exceed 20% of the total surface area of each side of the banner
  - exact description of any wire cable or brackets and other supports and fastening devices
  - type of fabric of which the banner will be made and method and means of installing, securing and removing the banner/temporary decorations
- Evidence of \$2,000,000 (two million) liability insurance with the City identified as an additional insured, or as required by the City
- A non-refundable application fee

Upon approval of your application, it will be necessary to:

- Pay a permit fee and any additional fee, if applicable. Payment can be made by Visa, American Express, MasterCard, Interac, or cheque, payable to the Treasurer, City of Toronto.

The completed application with all required documents to be submitted a minimum of eight (8) weeks prior to installation to Right-of-Way Management district office based on Ward boundaries. To locate the Ward: [app.toronto.ca/wards/jsp/wards.jsp](http://app.toronto.ca/wards/jsp/wards.jsp)

<p><b>Toronto and East York</b> 55 John Street Metro Hall, 17<sup>th</sup> Fl. Toronto, ON M5V 3C6 Tel: 416-392-7877 Fax: 416-696-4149</p> <p>Wards: 14,18,19,20,21,22 27,28,29,30,31,32</p>	<p><b>Etobicoke York</b> Etobicoke Civic Centre 399 The West Mall, 3<sup>rd</sup> Fl. Toronto, ON M9C 2Y2 Tel: 416-394-8418 Fax: 416-394-8942</p> <p>Wards: 1,2,3,4,5,6,7 11,12,13,17</p>	<p><b>North York</b> North York Civic Centre 5100 Yonge St, 4<sup>th</sup> Fl. Toronto, ON M2N 5V7 Tel: 416-395-6303 Fax: 416-395-7482</p> <p>Wards: 8,9,10,15,16,23 24,25,26,33,34</p>	<p><b>Scarborough</b> Scarborough Civic Centre 150 Borough Drive, 2<sup>nd</sup> Fl. Toronto, ON M1P 4N7 Tel: 416-396-7505 Fax: 416-396-5641</p> <p>Wards: 35,36,37,38,39 40, 41,42,43,44</p>
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For further information, please refer to our website at [www.toronto.ca/transportation/street\\_events/index.htm](http://www.toronto.ca/transportation/street_events/index.htm)

Applicant's Signature	Date (yyyy-mm-dd)
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*The personal information on this form is collected under the authority of the City of Toronto Act, 2006, s.136(c) and Municipal Code Chapter 169. The information is used to evaluate your application work within the public right-of-way and for contact purposes. Questions about this collection can be directed to the Right-of-Way Supervisor in the appropriate District.*

## Bridge Location(s)

### Toronto and East York District:

Call 416-392-7877 to confirm if the bridge is available for dates requested

Item	Date(s) Required (yyyy-mm-dd)	Required (√)	Bridge Location
1			Don Valley Parkway and Queen Street East northbound and southbound direction
2			Don Valley Parkway and Dundas Street East northbound and southbound direction
3			Don Valley Parkway and Gerrard Street East northbound and southbound direction
4			Gardiner Expressway and Sunnyside pedestrian bridge eastbound and westbound direction
5			Lake Shore Blvd W and Sunnyside pedestrian bridge eastbound and westbound direction

### North York District:

Call 416-395-6303 to confirm if the bridge is available for dates requested

6			Allen Road and Flemington Road northbound and southbound direction
7			Allen Road and Dell Park Avenue northbound and southbound direction
8			Allen Road and Glengrove Avenue northbound and southbound direction
9			Allen Road and Glencairn Avenue northbound and southbound direction
10			Allen Road and Viewmount Avenue northbound direction
11			Allen Road and Ridelle Avenue northbound direction
12			Allen Road and Elm Ridge Drive northbound direction
13			Allen Road and Aldburn Road northbound direction
14			Don Valley Parkway and Lawrence Avenue East northbound and southbound direction
15			Don Valley Parkway and Wynford Drive northbound and southbound direction