

## **City of Toronto Publication Box Program 2021 Application Information Sheet**

***Please review this information sheet prior to submitting your publication box license application.***

Thank you for your interest in the publication box program. The average turnaround time for permits from application to approval/non-approval is approximately 6 – 8 weeks.

This package contains the following:

- Publication Vending Box Agreement
- 2021 Application Form
- Insurance Certificate that needs to be completed for your application to be considered
- Publisher Use & Location Submission List

Requirements for an application for the placement of publication dispensing boxes are as follows:

**1a)** Completed application form, with payment for applicable administrative fees of \$101.30 (including HST) per location, for each location. (Att.)

**1b)** Two coloured drawing or photographs of the proposed installation, clearly showing height, width and depth dimensions.

**1c)** Once staff conduct a survey of proposed location and determine which locations are feasible, payment for annual licencing fees of \$39.82 (including HST) per feasible location (up to 100) is required. Annual licencing fees of \$159.13 (including HST) per location, after the first 100 are applicable.

**2)** Two separate written confirmations from the (1) print source and the (2) publication company verifying recycled fibre content of paper used specifically for your publication. Council mandate specifies 40% minimum.

**3)** Certificate of Insurance with the application evidencing the form and amount of coverage, a cross-liability/severability of interests clause for public liability and property damage insurance with an insurer naming the City as an additional insured, in an amount not less than \$2,000,000. (Att. template to be completed by your insurance provider or equivalent submitted by insurance provider).

**4)** Completion of the legal agreement binding you as the licensee and therefore your publication to the City of Toronto, Municipal code Chapter 743 Use of Streets and Sidewalks as it pertains to the placement of publication dispensing boxes (§743-3).

Access the City of Toronto Municipal Code Chapter §743-3 at:

[http://www.toronto.ca/legdocs/municode/1184\\_743.pdf](http://www.toronto.ca/legdocs/municode/1184_743.pdf)

The City's **Vibrant Street Guidelines** include a number of criteria to prioritize pedestrians on City streets. Please use the guidelines to determine possible locations for publication boxes. Access the Vibrant Streets Guidelines at the following link:

[https://www.toronto.ca/wp-content/uploads/2017/11/96e3-Vibrant Streets-Document.pdf](https://www.toronto.ca/wp-content/uploads/2017/11/96e3-Vibrant_Streets-Document.pdf)

You can also access the City of Toronto's internet site to view Toronto MapsV2 at

[http://map.toronto.ca/maps/map.jsp?app=TorontoMaps\\_v2](http://map.toronto.ca/maps/map.jsp?app=TorontoMaps_v2)

Please note that once you submit your application package, your list of proposed location will be reviewed by the area Transportation Standards Officer (TSO) in the field to determine licence feasibility. Any proposed locations that do not comply with the requirements of City of Toronto Municipal Code Chapter 743 will be deemed not feasible for licencing and the TSOs are not required to look for alternate sites within the vicinity. In addition, there will be no refund of your application fees for non-feasible locations.

Therefore, it's in your best interest to understand the placement criteria contained within the bylaw that will be used by the TSOs prior to submitting an application.

If you have any other/further questions, please contact Harry Fuller, Transportation Coordinator, Right-of-Way Management at 416-392-1565.

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