

APPLICANT INFORMATION <i>(please print)</i>			
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.		Email Address	

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

PROPOSED INSTALLATION			
Pole Banner (60 days max.)	Seasonal Decorations (60 days max.)	Flower Baskets (60 days max.)	Road Banner (14 days max.) on bridge – <i>select locations below</i>
☐	☐	☐	☐

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: bpermits@torontohydro.com Website: [Hydro Pole Attachments](#)
 - For TTC poles: shyamal.karmakar@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 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/Debit, 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: [Click here.](#)

Toronto & East York: Metro Hall 55 John Street, 17 th Fl. Toronto, ON, M5V 3C6 (T) 416-392-7877 Wards: 14,18,19,20,21,22 27,28,29,30,31,32	Etobicoke York: Etobicoke Civic Centre 399 The West Mall, 3 rd Fl. Toronto, ON, M9C 2Y2 (T) 416-394-8942 Wards: 1,2,3,4,5,6,7 11,12,13,17	North York: North York Civic Centre 5100 Yonge Street, 4 th Fl. Toronto, ON, M2N 5V7 (T) 416-395-6303 Wards: 8,9,10,15,16,23 24,25,26,33,34	Scarborough: Scarborough Civic Centre 150 Borough Drive, 2 nd Fl. Toronto, ON, M1P 4N7 (T) 416-396-7505 Wards: 35,36,37,38,39 40,41,42,43,44
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Applicant's Signature	Date (yyyy-mm-dd)
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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