



***Application for Sign Variance***

**NOTE:**  
 This application must be typed or printed in ink and completed in full. An incomplete or improperly prepared application may not be accepted and could result in processing delays.

**For Office Use Only**

File No. \_\_\_\_\_  
 Roll No. \_\_\_\_\_  
 Date Submitted \_\_\_\_\_  
 Date Received \_\_\_\_\_  
 Sign Issued \_\_\_\_\_  
 Planner's Initials: \_\_\_\_\_

**A. APPLICANT INFORMATION**

1. Owner (s) \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Fax No. \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_  
 \_\_\_\_\_ E-Mail \_\_\_\_\_

2. Agent \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Address \_\_\_\_\_ Fax No. \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_  
 \_\_\_\_\_ E-Mail \_\_\_\_\_

\*If other than owner – See authorization

Please specify to whom all communications should be sent:     Owner     Agent

3. Names and addresses of any mortgagees, holders of charges or other encumbrances:  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Are there any easements or restrictive covenants affecting the property?  
 Yes                       No

If Yes, describe the easement or covenant and its effect:  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. LOCATION/LEGAL DESCRIPTION OF PROPERTY**

Geographic Township \_\_\_\_\_ Urban Area/Hamlet \_\_\_\_\_  
 Concession Number \_\_\_\_\_ Lot Number \_\_\_\_\_  
 Registered Plan Number \_\_\_\_\_ Lot(s) Block(s) \_\_\_\_\_  
 Reference Plan Number \_\_\_\_\_ Part Numbers \_\_\_\_\_

Property Address \_\_\_\_\_

**C. PURPOSE OF APPLICATION**

1. What is the existing official plan designation(s) of the subject land? \_\_\_\_\_

2. What is the existing zoning of the subject land? \_\_\_\_\_

(If required, assistance from Planning staff is available for questions 1 and 2 above).

3. What type of sign is proposed:

<b>Sign Type</b>	<b>Dimensions (m)</b>	<b>Sign area (m<sup>2</sup>)</b>	<b>Sign Setbacks from Property Lines (ground signs only)</b>

4. Show the extent of the relief being applied for:

<b>By-law Section</b>	<b>By-law Requirement</b>	<b>Proposed</b>	<b>Extent of Variance</b>

5. Explain in detail your reasons why it is not possible to comply with the provisions of the by-law:  
**THIS SECTION MUST BE COMPLETED.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D. EXTENSION OR ENLARGEMENT OF A LEGAL NON-CONFORMING SIGN**

1. If you are requesting consideration of an enlargement or extension of an existing sign that is not in conformity of the By-law, but, legally established prior to the by-law, please answer the following:

(a) What type of sign is it: \_\_\_\_\_

(b) How long has the sign been in existence: \_\_\_\_\_

(c) What is reason for the extension or enlargement: \_\_\_\_\_

\_\_\_\_\_

(d) Describe how the proposed extension or enlargement has had regard to existing by-law regulations.

\_\_\_\_\_



**I. AUTHORIZATION**

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner.

**AUTHORIZATION OF OWNER (S)**

I/we \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this consent application. I/we authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

\_\_\_\_\_  
Signature (s) \_\_\_\_\_ Date

**N. SCHEDULE OF FEES**

**Notes:**

- 1. Please make cheques for application fee payable to Haldimand County.
- 2. Fees are subject to change.

<i>Fee Category</i>	<i>Fee (\$)</i>
If No Sign Erected	254.00
If Sign Erected	505.00
Deferral – On Applicant’s Request	272.00
Recirculation of Public Notice	469.00
Recirculation of Application to Agencies	160.00