

APPLICATION FOR SIGN BY-LAW VARIANCE/AMENDMENT



The Corporation of the Town of Whitby – Planning Department
575 Rossland Road East, Whitby Ontario, L1N 2M8
Telephone: 905-430-4306 ~ Facsimile: 905-668-7812

SHADED AREAS FOR OFFICE USE ONLY

File No.:	Date Entered in AMANDA:	Entered By (Initials):
By-law: <input type="checkbox"/> 1784 <input type="checkbox"/> 2585 <input type="checkbox"/> 5581-05	<input type="checkbox"/> With Site Plan	
Date Received:		

PART I – APPLICANT INFORMATION

1. Owner / Applicant / Agent:

Please list the contact information for the each of the following (if applicable):

Name	Mailing Address & Postal Code	Contact Information
Owner:*		Telephone:
		Fax:
		Email:
Applicant:**		Telephone:
		Fax:
		Email:
Agent or Solicitor:**		Telephone:
		Fax:
		Email:

* If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s).

**An Owner's authorization is required if the applicant is not the owner. If the applicant is a prospective purchaser, also attach a copy of the Offer to Purchase.

2. Primary Contact:

Correspondence relating to this application should be sent to (select one only):

Owner Applicant Agent / Solicitor

PART II – PROPERTY INFORMATION

3. Property Information:

3.1 Location and Description of Subject Land(s):

Municipal Address (Street # and Street Name)		Assessment Roll #	
Registered Plan(s)	Lot(s) / Block(s) #	Reference Plan(s)	Part(s) #

Lot(s)	Concession(s)	Approximate Area (hectares)
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3.2 Complete the following site statistics for the subject lands:

Subject Lands:	Lot Frontage (metres)	Lot Depth (metres)	Approximate Area (m ²)
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3.3 Indicate the location and site statistics of adjoining or nearby land in which the owner has an interest, if any:

Other Lands Owned by Applicant:	Lot Frontage (metres)	Lot Depth (metres)	Approximate Area (m ²)
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4. Easements / Encumbrances / Mortgages:

4.1 Are there any easements, rights-of-way, restrictive covenants, etc., affecting the subject land(s)?

Yes No

If **Yes**, please identify below, and indicate on a site plan, the nature and location of the easement, right-of-way, restrictive covenant etc:

4.2 Are there any mortgagees, holders of charges or other encumbrances?

Yes No

If **Yes**, please list the names and addresses of the mortgagees, holders of charges or other encumbrances:

PART III – DETAILS OF APPLICATION

5. Sign Information:

5.1 By-law: What is the current zone category(s) of the subject land(s)?

- 1784 _____
- 2585 _____
- 5581-05 _____

5.2 List all required variances/amendments:

5.3 Why is it not possible to comply with the provisions of the By-law?

5.4 Particulars of all existing signs or proposed signs for the subject land(s):

	Existing Sign(s)	Proposed Sign(s)
Type of Sign		
Dimensions of Sign Structure:		
Sign Area		
Front Yard Setback to sign		
Interior Side Yard Setback to sign		
Other Side Yard Setback to sign		
Rear Yard Setback to sign		

5.5 Date of acquisition of subject land(s):

5.6 Date of construction of all existing sign(s) on the subject land(s):

6. Drawings / Sketches:

Has a drawing(s) or sketch(es) of the proposed sign been prepared for the application?

Yes No

If **Yes**, is the drawing(s) or sketch(es) attached?

Yes No

7. Other Applications:

7.1 Has the owner previously applied for sign variances/amendments in respect of the subject land(s)?

Yes No

If **Yes**, please describe briefly (specify Applicant, File No.(s), year, status, effect):

7.2 Does the proposed sign require any approval(s) from other agencies/levels of government (e.g. Provincial Ministry, Federal Agency)?

Yes No Uncertain

If **Yes**, please specify:

PART IV – SUBMISSION OF APPLICATION

The undersigned hereby applies to the Corporation of the Town of Whitby for relief, as described in this application, from By-law No. 5695-05, as amended.

8. Fees:

Select the type of application and submit applicable fee with completed application:

Town of Whitby (Fees effective October 1, 2019; subject to change without prior notice)

- Variance to the sign by-law - **\$2,255.00**
 Amendment to the sign by-law - **\$2,870.00**

All fees are to be paid by cash, debit card or cheque made payable to the **Treasurer of the Town of Whitby**.

9. Forms, Information and Materials:

- One (1) copy of the completed application form
 A minimum of one (1) copy of a plan, drawing(s) and/or sketch(es) showing the dimensions of the subject land and showing the location, size and type of all existing signs and/or proposed sign(s) for which the minor variance is sought
 The prescribed non-refundable fee in cash, cheque or money order payable to the Treasurer of the Town of Whitby
 Owner's or Owners' Authorization(s), if applicable
 Digital copies of plan(s), information and materials (if applicable)

10. Applicant's Acknowledgements:

The Applicant hereby acknowledges:

- that this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*;
- that personal information on this application is collected under the authority of the *Municipal Act*, as amended, and will be used for the purpose of processing the application and to determine compliance with the policies and by-laws of the Town of Whitby;
- that conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and/or related regulations;
- that submission of this application constitutes tacit consent for authorized Town staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required;
- that all vegetation on the subject land(s) must be maintained and no filling, grading or excavating is permitted on the subject land(s) during the processing of this application;
- that additional approvals from the Town and/or other agencies (e.g. building permit, site plan approval, CLOC permit) may be required;
- that additional fees and/or charges (e.g. building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application may be required;
- that the applicant will be required to pay reasonable legal fees of the Town for the preparation and registration of agreements when such agreements are required;
- that additional costs for the processing of the application may be charged where studies, reports, information and/or materials in support of an application must be reviewed by persons not employed by the Town but retained for that purpose due to an expertise in the area of the study. This requirement applies to matters

such as, but not limited to, the review of traffic, marketing, environmental, noise, and engineering reports, etc. In all cases the Town shall notify the applicant to seek approval and payment before proceeding to a third party review of supporting studies; and

- that additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted.

Questions about the collection and inspection of this information should be directed to the **Commissioner of Planning, Town of Whitby, 575 Rossland Road East, Whitby, Ontario, L1N 2M8, 905-430-4306.**

11. Owner's Authorization:

If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application must be attached, or the owner must complete the authorization set out below.

Is written authorization attached?

Yes No

If **No**, then the following Owner's Authorization for the Agent to prepare and submit the Application must be completed:

I, _____, am the owner of the land that is the subject of this application and
(Please print)

I authorize _____ to prepare and submit this application on my behalf.
(Please print)

Signature of Owner

Date

12. Declaration:

I, _____, of the _____,
(Please print) (e.g. Town of Whitby)
in the _____, make oath and say (or solemnly
(e.g. Region of Durham)

declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true.

Sworn (or declared) before me at the _____, in the
(e.g. Town of Whitby)
_____, this _____ day of _____, in the year _____.
(e.g. Region of Durham)

Applicant

Commissioner of Oaths

**Applications will not be processed
where application forms and/or fees are incomplete**