



OAKVILLE

SIGN VARIANCE APPLICATION FORM

THE CORPORATION OF THE TOWN OF OAKVILLE

Planning Services Department, 1225 Trafalgar Road
Oakville, ON, L6H 0H3 T: 905-845-6601 F: 905-338-4414

APPLICATION FOR VARIANCE TO THE TOWN OF OAKVILLE SIGN BY-LAW (2006-05) as amended

PART A: SUBMISSION REQUIREMENTS

Documentation

- 1) Completed **Application Form**.
- 2) **Application fee: \$1588.00 for each sign variance application.** A fee of \$953.00 is acceptable if the variance application is processed concurrently with a Site Plan application for the same site.
- 3) **Letter from Applicant:** Submit a letter from the applicant/owner, addressed to *Chairperson and Members of the Site Plan Committee*, outlining the specific variances to the by-law which are being sought (bulleted and/or in tabular format) and the rationale for the request.
- 4) **Site Owner's Authorization Letter:** Written permission from the property owner is required to authorize the application and requested variances, and to permit staff and Site Plan Committee Members to enter onto the property as part of the application assessment process.
- 5) **Electronic Documentation (in pdf format)** of all listed and required documents, images and drawings, in addition to the hardcopy sets required (submit 2 discs containing all materials).

Drawings and Images

- 6) **Site and Existing Sign Photos:** Submit 6 sets of colour photos depicting existing site conditions superimposed with scaled images of proposed signage, including a description of each image. Include photos of all existing signage to be retained. If applicable, photos of existing signage to be replaced (before/after comparison). Each photo page must include a drawing reference number and date.
- 7) **Site Plan:** Submit 6 sets of the Site Plan (on 'letter' to 'tabloid' paper size). Drawings must be submitted in metric, scalable and include a drawing reference number and date. The plan must clearly indicate extent of the entire property, location of buildings and key accessory features, site access points, existing signs to be retained, and location(s) of proposed signage.
- 8) **Sign Elevations:** Submit 6 sets of coloured elevations of the proposed signs (on 'letter' to 'tabloid' paper size). Drawings must be submitted in metric, scalable and include a drawing reference number and date. The drawings must contain detailed sign dimensions, sign copy intended to be displayed and dimensions of the font, and installation methods. Include the same information for all existing signage to be retained for accurate calculations of total sign face area.
- 9) **Building Elevations** (where applicable): Submit 6 sets of coloured elevations of the proposed signs (on 'letter' to 'tabloid' paper size). Drawings must be submitted in metric, scalable and include a drawing reference number and date. The drawings must contain detailed sign dimensions, locations of proposed and existing (to be retained) signage, and dimensions and area of building wall to which the sign(s) are to be affixed.
- 10) **Graphics or Supplemental Materials** detailing and describing the variance(s) requested.

Consultation with By-law Enforcement and Planning Staff prior to submitting an application package is required.

PART B: BACKGROUND INFORMATION

Subject Site Location (municipal address): _____

Proposed Signage Location(s): _____

Where applicable:

Existing Signage to be Retained: ___ yes ___ no If yes, provide a separate document outlining all of the existing signage to be retained (including all dimensions), when the existing signage was installed, and the permit numbers (include this documentation with the application package).

Previous Variance(s) Sought: ___ yes ___ no If yes, provide a separate document outlining which signage was subject to the variance, what variance(s) were sought, whether variance(s) was granted, when the variance(s) were granted, whether the signage (subject to past variances) will be retained (include this documentation with the application package).

Concurrent Site Plan Application: SP# _____

PART C: CONTACT INFORMATION

SUBJECT PROPERTY OWNER

Name: _____ Company: _____

Mailing Address: _____

City/ Town: _____ Postal Code: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

VARIANCE APPLICANT (if different than Property Owner or Sign Contractor)

Name: _____ Company: _____

Mailing Address: _____

City/ Town: _____ Postal Code: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

SIGN CONTRACTOR

Name: _____ Company: _____

Mailing Address: _____

City/ Town: _____ Postal Code: _____

Tel: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

(FOR OFFICE USE ONLY) Date Received: _____ Date Deemed Complete: _____

All Required Documentation Received: yes ___ no ___ Must Submit: _____

Total Fees Collected: \$ _____ Receipt #: _____ **FILE #:** _____

Form updated: January 2018, Planning Services Dept

NOTE: The information, data, drawings, etc. accompanying your application is collected under the Authority of the *Planning Act* for the purpose of processing this sign variance application and forms part of the public record which will be published on the Town of Oakville's website.