



OAKVILLE

FENCE 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 FENCE BY-LAW (2002-034) as amended BY BY-LAW (2011-130)

PART A: SUBMISSION REQUIREMENTS

Documentation

- 1) Completed **Application Form**.
- 2) **Application fee: \$127.50 for each fence variance application.**
- 3) **Letter from Applicant:** Submit a letter from the applicant/owner, addressed to *Director of Planning*, 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 Director of Planning, 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).
- 6) **Survey of Property.**
- 7) **Proof of Notification to abutting neighbours of:** specifications of proposed fence; and, reasons for the exemption request. (Sample letter attached.)

Drawings and Images

- 8) **Site Photos:** Submit 6 sets of colour photos depicting existing site conditions superimposed with scaled images of proposed fencing, including a description of each image. Each photo page must include a drawing reference number and date.
- 9) **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 and location(s) of proposed fencing.
- 10) **Graphics or Supplemental Materials** detailing and describing the variance(s) requested.

11) **Section of By-law No 2002-034 for which relief is being sought:**

12) **Is the proposed fence permanent or temporary?**

13) **Explain the reasons why this exemption is being sought.**

14) Describe specifications of the fence (i.e. height, type, location, etc.,)

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

PART B: BACKGROUND INFORMATION

Proposed Fence Location(s): _____

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)

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: May 2010, 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.