Application for Sign Variance

NOTE: *All applications are to be submitted via Portal, through the County's website. Further instructions can be found here. An incomplete or improperly prepared application may not be accepted and could result in processing delays.*

For Office Use Only

File No. PLASGN-2026-
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 _____
   *If other than owner – See authorization E-Mail _____

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:

Sign Type	Dimensions (m)	Sign area (m^2)	Sign Setbacks from Property Lines (ground signs only)

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

By-law Section	By-law Requirement	Proposed	Extent of Variance

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.

_____

E. OTHER INFORMATION

1. Is there any other information that you think may be useful in the review of this application? If so, Please explain below or attach on a separate page: _____

_____

F. SIGN REQUIREMENTS

For the purpose of public notification and in order for staff to easily locate your land, you will be given a sign to indicate the intent and purpose of your application. It is your responsibility to:

1. Post sign as soon as you receive it.
2. Post one sign per frontage in a visible location on the subject property.
3. Ensure one sign is posted at the front of the property at least three feet above ground level.
4. Notify the Planner when the sign is in place in order to avoid processing delays.
5. If the sign is not posted in accordance with the above, the Committee of Adjustment may choose to defer your application.
6. Maintain the sign until notice of decision is received, and remove it afterwards.

For the purposes of this application, the Owner/Applicant/Agent grants permission to the members of the Committee of Adjustment and relevant County staff to enter upon the said property for inspection purposes, and the owner will not be held responsible or liable if any accident or injury occurs.

G. COLLECTION OF PERSONAL INFORMATION

Personal Information collected on this form is collected pursuant to the Planning Act and will be used for the purposes of processing this application. Questions about this collection may be directed to Haldimand County's Planning and Development Division at 905-318-5932 ext. 6209 or planning@haldimandcounty.on.ca.

☐

H. DECLARATION

Through submission of this application, I/we solemnly declare that I/we have reviewed and completed this application and all of the above statements and the statements contained in all of the exhibits/attachments transmitted herewith are true and correct. I acknowledge that all legislation and requirements governing this type of application shall be complied with whether specified herein or not. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. ☐

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.

Acknowledgement of Owner(s) Authorization ☐

_____ _____

Signature (s) Date

J. SCHEDULE OF FEES

Notes:

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

Fee Category	***Fee ($)***
Standard – If No Sign Erected	324.00
Complex – If Sign Erected	645.00
Deferral – On Applicant's Request	330.00
Recirculation of Public Notice	571.00
Recirculation of Application to Agencies	194.00