



**TOWNSHIP OF WOOLWICH
SIGN VARIANCE COMMITTEE**

APPLICATION FOR SIGN VARIANCE

The application must be submitted to the TOWNSHIP with:

- A SITE PLAN (1 copy)**
- APPLICATION FEE \$ _____ (made payable to the Township of Woolwich)**

Owner:

Owner's Name: _____

Mailing Address: _____

Town/City: _____ Postal Code _____

Phone Number: _____ Email address: _____

Agent / Applicant (where applicable):

Agent / Applicant Name: _____

Mailing Address: _____

Town/City _____ Postal Code _____

Phone Number: _____ Email address: _____

1. **Current Zoning of the Property:** _____

2. **What is the purpose of the proposed Sign Variance (including the applicable By-law Section or Regulation Number)?**

3. **Why are you unable to comply with the provisions of the Sign By-law?**

4. Property Description:

- a) Municipal Address: _____
- b) Legal Description (as applicable): _____

5. Dimensions of the Property:

Frontage: _____ metres Depth: _____ metres Area: _____ (square metres/hectares)

6. Existing use of the Property: _____

7. Access to Property is by means of:

- Township Regional Highway Right of Way Other: _____
- Former Road No.: _____ Road Name: _____

8. Description of ALL existing signs, buildings or structures on the subject property. NOTE: all signs, buildings or structures should be noted on the attached site plan showing setbacks from lot lines.

Building	Height (metres)	Size (metres)	Use	Date Constructed

9. Description of ALL NEW SIGNS proposed on the subject property. NOTE: all signs should be noted on the attached site plan showing setbacks from lot lines.

Height (metres)	Size (metres)	Sign Face Area (meters)	Proposed Set Back

10. Provide a sketch, in metric units, showing:

- a) the boundaries and dimensions of the subject land;
- b) the location, size, and type of all existing and proposed signs, buildings and structures on the subject land, indicating the distance from the front lot line, rear lot line, and side lot lines;
- c) approximate location of natural and artificial features (e.g., buildings, railways, roads, watercourses, drainage ditches, fields, banks of river or stream, wetlands, wooded areas, wells, and septic tanks) that
 - i. are located on the subject land and land that is adjacent to it, and
 - ii. in the applicant's opinion may affect the application;
- d) the current uses of the land that is adjacent to the subject land;

- e) the location, width, and name of any roads within or abutting the subject land, indicating whether it is an open or unopened road allowance, a public travelled road, a private road or a right of way;
- f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land.

Sketch must be scaled and legible on an 8.5 by 11 paper.

BE ADVISED THAT ALL APPLICATIONS AND ACCOMPANYING REPORTS ARE CONSIDERED PUBLIC DOCUMENTS AND ARE MADE AVIALABLE TO THE PUBLIC. THIS WILL INCLUDE PROVIDING COPIES OF THE SAME ON THE TOWNSHIP WEBSITE.

BY MAKING AN APPLICATION TO THE TOWNSHIP UNDER THE PLANNING ACT YOU ACKNOWLEDGE THAT YOU ARE GRANTING TOWNSHIP STAFF OR ANY NECESSARY AGENCIES THE RIGHT TO ENTER ONTO THE LANDS TO REASONABLY REVIEW THE PROPERTY IN TERMS OF THE PROPOSED APPLICATION DURING REGULAR BUSINESS HOURS FOR THE PURPOSES OF THE APPLICATION AT HAND.

For Office use only

DATE REC'D: _____	
APPLICATION NO.: _____	
TOWNSHIP FEE: _____(Application) _____ (Advertising)	
RECEIPT NO.: _____	ROLL NO.: _____

DECLARATION / SIGNATURE OF THE PROPERTY OWNER

I, _____ solemnly declare that all above statements and the statements contained in all of the exhibits transmitted herewith are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as it made under oath and by virtue of the CANADA EVIDENCE ACT.

Dated this _____ day of _____ 20__ .

Signature of Owner

APPOINTMENT OF AUTHORIZED AGENT / APPLICANT (WHERE APPLICABLE)

I, _____ hereby appoint _____ of _____ to act as my Agent / Applicant for this application.

Witness

Signature of Owner

Date

DECLARATION / SIGNATURE OF AUTHORIZED AGENT / APPLICANT

I, _____ solemnly declare that all above statements and the statements contained in all of the exhibits transmitted herewith are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as it made under oath and by virtue of the CANADA EVIDENCE ACT.

Dated this _____ day of _____ 20__ .

Signature of Agent / Applicant

**Should you have any questions with respect to the completion of this form please contact
Rajbir Sian, Township of Woolwich
Phone: 519-669-1647 or 1-877-969-0094 Ext. 6033
email: rsian@woolwich.ca**

Applicant's Checklist

PRIOR TO SUBMITTING THE APPLICATION PLEASE ENSURE THAT:

- You have the applicable application fee(s) in cash or cheque.
- You have one (1) original application form. All questions on the application form must be answered. Incomplete applications shall be returned to the applicant.
- If an application is being submitted by a limited company or corporation, signatures must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
- The authorization from the property owner has been completed when the application is being signed by an agent.
- That you have one (1) copy of a site plan (8½" X 14" or smaller).
 - a. the boundaries and dimensions of the subject lands
 - b. the location, size and type of all existing and proposed signs, buildings and structures on the subject land, indicating distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
 - c. the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
 - d. the current uses on the land that is the subject of the application.
 - e. the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
 - f. the location and nature of any easements affecting the subject land.

FOR YOUR INFORMATION

- Your application is scheduled for the meeting on Monday, _____ , at 5:00 p.m., you will receive a formal notice of the date and time of the hearing in the mail.
- Unless otherwise indicated on the notice, the Sign Variance Committee meeting will be held in the Council Chambers, 24 Church Street West, Elmira.
- The owner or the agent must attend this meeting and make a presentation to the Committee, or the application may be deferred.
- Typically there will be more than one application to be heard at a hearing. Applications are heard in the order they are received.

What is an application for Sign Variance?

The owner of a property or any person authorized in writing by the owner who is unable to comply with the provisions of the Sign By-law may apply to the Sign Variance Committee by means of an "Application for a Sign Variance" for relief from the Sign By-law. Sign Variances may be granted provided that, in the opinion of the Committee, the request is minor in nature, is desirable for the appropriate development or use of the land, building or structure and if in the opinion of the committee, the general intent and purpose of the Sign By-law are maintained. The Sign Variance Committee is composed of 5 members, who are appointed by the Council of the Township of Woolwich.

How do I apply?

If you wish to apply to the Sign Variance Committee you should obtain and complete the application form. The application form outlines the requirements for submitting an application for minor variance. The requirements include a site plan or survey which will indicate the location of the property, the setbacks of all buildings or structures on the property and sufficient information to clearly identify the variance required. The number and size of the site plans is outlined on the application form. If you are acting as an agent for the purposes of the application, a letter of authorization is required from the registered owner of the property.

How much will it cost?

The application fee is outlined on the application form, payable at the time an application is submitted. Fees may be paid by cash or cheque. If the fee is being paid by cheque, the cheque must be made payable to: "**Township of Woolwich**".

What happens then?

The Sign Variance Committee staff then prepares a Notice of Hearing which among other things describes the details of your requested variance and the date, time and place of the Public Hearing. A notice of all Sign Variance applications are placed in the local newspaper, and a written notice is also mailed to every owner within 60 m. (200 ft.) of the subject lands at least ten days in advance of the Committee Hearing. The notice is also distributed to all Township Departments, Members of Council, other outside agencies, the property owner and the authorized agent (if any).

What happens at the hearing?

At the hearing **you or your agent will be required to make a verbal presentation** of your case to the Committee. Presentations may also be made by any other interested parties in support of or in objection to your application. The Committee considers all presentations for and against your proposal and renders a verbal decision in the presence of all interested parties at the time of the Public Hearing. An approval of your application may be subject to such conditions and/or restrictions as the Committee deems appropriate. If an individual wishes to receive a copy of a Committee decision their request must be in writing.

What happens after the meeting?

A written decision from the Committee will be sent to the applicant, agent and all persons that requested a copy of the decision by Certified Mail within ten days from the date of the hearing.