



## PERMANENT OR PORTABLE SIGN VARIANCE APPLICATION

Sign By-law 2003-0065, as amended, authorizes the Clerk, Director of Legislative Services to approve a sign variance application received from a property owner or by a person authorized to act as the property owner's agent after it has been circulated to parties having an interest. Should the Director or any circulated party object to the variance or place conditions on it that the applicant does not agree to, the application will be heard by the Community Affairs Committee of the Town. Please note that the minimum time required for an application to be reviewed and a decision rendered by the Town is ten days.

**The fee of \$693.00 for the processing of a Sign Variance application for permanent signs shall be paid at the time of application and can be paid by cheque, cash or credit card.**

### Credit Card Payment Details

<input type="radio"/> VISA or <input type="radio"/> MasterCard  CARD EXPIRY DATE    month    year <div style="display: flex; justify-content: space-around; width: 100%;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </div>	CARD NUMBER <div style="border: 1px solid black; height: 20px; width: 100%; display: flex; justify-content: space-between;"> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> </div>
Card Holder Name	Card Holder Signature

### Permanent Sign Variance:

#### Ground Sign- Required Documentation

Submit all items as set out below to the Corporate Services Department. Items 2, 4 and 5 will be required to be sent electronically to staff processing the application.

1.     One (1) Original Application
2.     One (1) Permission to Enter Form
3.     One (1) Property Owner's Authorization (if applicant is not property owner)
4.     Two copies of a survey that shows all lot lines of the property upon which the sign is to be erected or structurally altered, and the location of the ground sign that is to be erected or structurally altered on the property in relation to:
  - distances from all lot lines
  - distance from any driveway
  - distance from any adjacent parking area
  - distance from any existing ground sign ( if applicable)
5.     Two copies of the drawing of the proposed ground sign showing the sign face dimensions, the sign face area, the height above grade and the distance between grade and the bottom of the sign structure. For properties zoned employment, commercial or industrial or having any of these legal non-conforming uses, landscaping for the proposed ground sign must also be shown.



## PERMANENT OR PORTABLE SIGN VARIANCE APPLICATION

### Fascia Sign-Required Documentation

Submit all items as set out below to the Corporate Services Department. Items 2, 4 and 5 will be required to be sent electronically to staff processing the application.

1.  One (1) Original Application
2.  One (1) Permission to Enter Form
3.  One (1) Property Owner's Authorization if applicable
4.  Two copies of a survey that shows all lot lines of the property upon which the sign is to be erected or structurally altered, and the location of all buildings and structures including ground signs. Indicate the location of the proposed fascia sign and all existing fascia signs on the buildings and structures.
5.  Two copies of the drawing of the proposed fascia sign showing the sign face dimensions and the sign face area.
6.  Two copies of the drawing of each building elevation to which the proposed sign is be attached showing its location, the dimensions of the wall face and the wall face area.

### **Please note:**

For purposes of this variance application, Section 3.15.5.2 (2) of the Ontario Building Code regarding clearance for exterior signs must be met, as follows: "Except as provided hereinafter, no sign face shall be erected within 600 mm (23<sup>5</sup>/<sub>8</sub> in.) of the vehicular travelled portion of a private lane or roadway, or of a motor vehicle parking area unless the minimum vertical distance between grade and the bottom of the overhanging sign face is at least 4.25 m (13 ft. 11 in.)." Further, plastic materials used in the construction of sign faces must meet the requirements of s. 3.15.4 of the Ontario Building Code. **If applicable, include measurement on survey.**

### **Portable Sign Variance:**

Submit all items as set out below to the Corporate Services Department:

1.  One (1) Original Application
2.  One (1) Permission to Enter Form
3.  One (1) Property Owner's Authorization
4.  Two copies of a drawing showing specifications of the sign's construction, including its dimensions and height from grade.

If you have any questions or require assistance regarding a sign variance application for permanent or portable signs, please contact the Enforcement Coordinator at 905-873-2600 ext. 2330.



## PERMANENT OR PORTABLE SIGN VARIANCE APPLICATION

If a variance is granted for a permanent sign, application for a building permit is required to be made. Any permanent sign must meet requirements of the 2006 Ontario Building Code, Div. B, Section 3.15.

If a variance is granted for a portable sign, a portable sign permit may be required.

1. Name(s) of Owner(s) \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_
  
2. Name of Agent (if applicable) \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_
  
3. Legal description of subject land (municipal street address, registered plan number and lot number or other legal description).  
 Municipal Street Address \_\_\_\_\_  
 \_\_\_\_\_  
 Lot(s) \_\_\_\_\_ Concession \_\_\_\_\_  
 Registered Plan and Lot Numbers \_\_\_\_\_  
 Other Legal Description \_\_\_\_\_
  
4. Indicate the Section(s) or Subsections(s) of the Town of Halton Hills Sign By-law 2003-0065, as amended, by number, from which you are seeking relief:  
 \_\_\_\_\_  
 \_\_\_\_\_



# PERMANENT OR PORTABLE SIGN VARIANCE APPLICATION

5. Nature and extent of relief applied for (reason(s) the by-law requirements cannot be met) – if additional space required, please add additional paper:

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6. Additional Supporting Documentation attached (optional)

Describe:

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7. Type of Portable Sign (only for a Portable Sign Variance) e.g. Mobile, A-frame, etc.

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8. Additional Supporting Documentation attached (optional)

Describe:

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Signature of Applicant/Authorized Agent: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_  
YY/MM/DD



# PROPERTY OWNER'S AUTHORIZATION

## Required Only If Party Other Than Property Owner Is Making This Application

Municipal Street Address of Property or Registered Plan and Lot Numbers:

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Name of Property Owner: \_\_\_\_\_

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I/We \_\_\_\_\_

Print name, including your title with the company, if applicable

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the Owner(s) of the land being the subject of this Sign Variance Application hereby authorize and appoint:

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Print Name

as my/our Agent to make this application on my/our behalf and to conduct all communications on my/our behalf respecting same.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

YY/MM/DD

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

YY/MM/DD



Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills ON L7G 5G2  
www.haltonhills.ca

## PERMISSION TO ENTER

To: The Corporation of the Town of Halton Hills

I hereby authorize the members of the Halton Hills Community Affairs Committee and parties Town staff deems having an interest to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application for a variance to Sign By-law 2003-0065, as amended.

Municipal Street Address of Property or Registered Plan and Lot Numbers:

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Name of Property Owner: \_\_\_\_\_  
Print Name

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Signature: \_\_\_\_\_  
Owner (include your title with the company, if applicable)

Date: \_\_\_\_\_  
YY/MM/DD