



SIGN BY-LAW 0054-2002, as amended

Applicant Information Sheet - Sign Variance Process

1. See Sign Permit Process Flow Chart
2. Sign variance applications will not be processed until the sign variance fees are paid. Sign variance fees are non-refundable*.

C	Sign Variance Application Fee	\$415.00/application
C	Sign Variance Application Fee for an existing sign erected without a permit	\$930.00/application

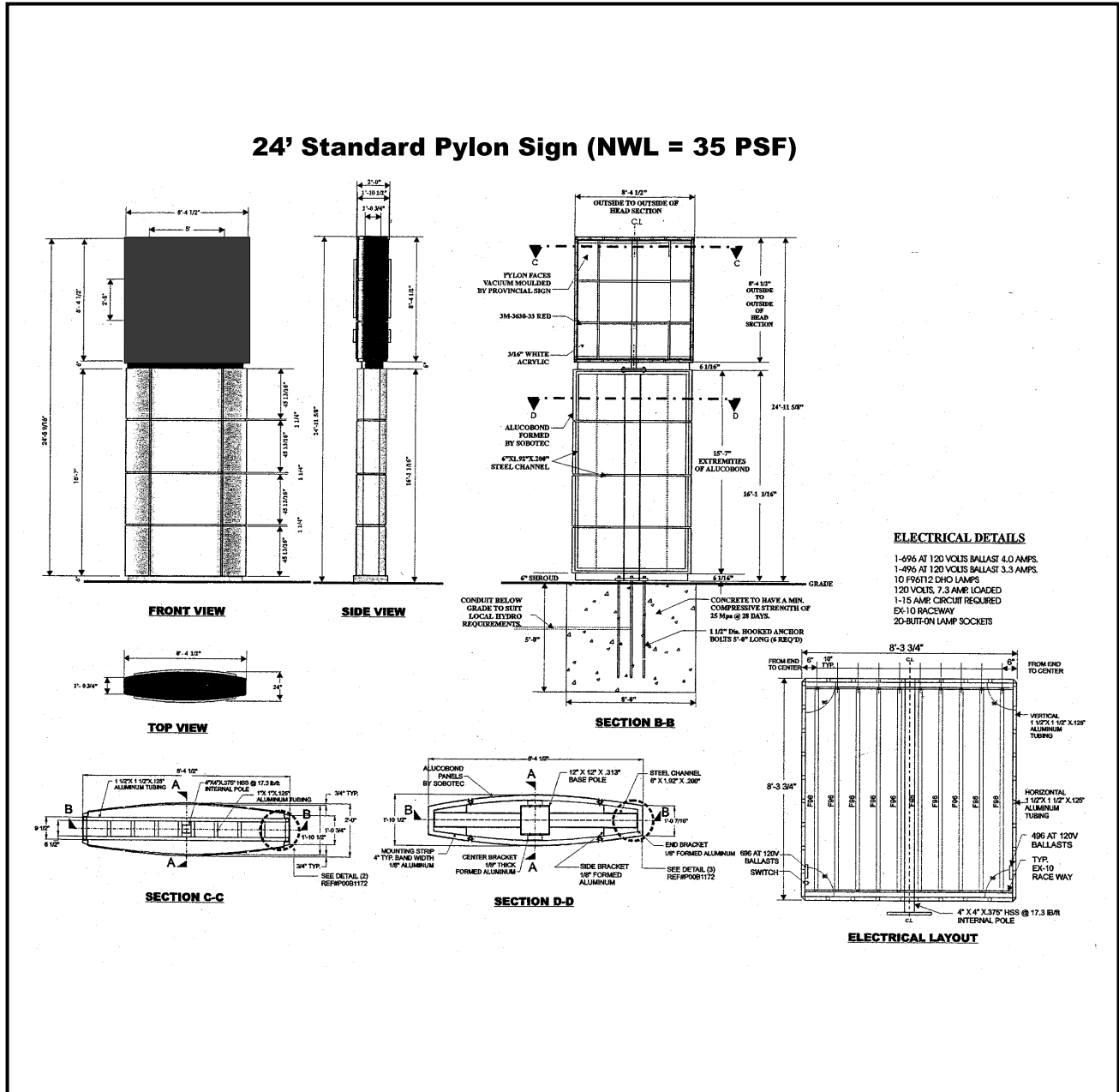
* *sign variance fees are processing fees regardless if the application is approved or refused.*
3. The sign variance process will take a minimum of eight weeks to complete.
4. Sign variance applications will not be processed until a complete sign variance application is submitted. The applicant will be responsible for providing 8 ½" X 11" drawings for Sign Variance Report which will be presented to Planning and Development Committee. The drawings must include: a key plan, a site plan and sign drawings. (See example)
5. It will be the responsibility of the applicant to contact the Office of the City Clerk before the Planning and Development Committee meeting, to be heard before the Committee.

Date: May 1, 2002

Example

File: _____

Project Name: _____

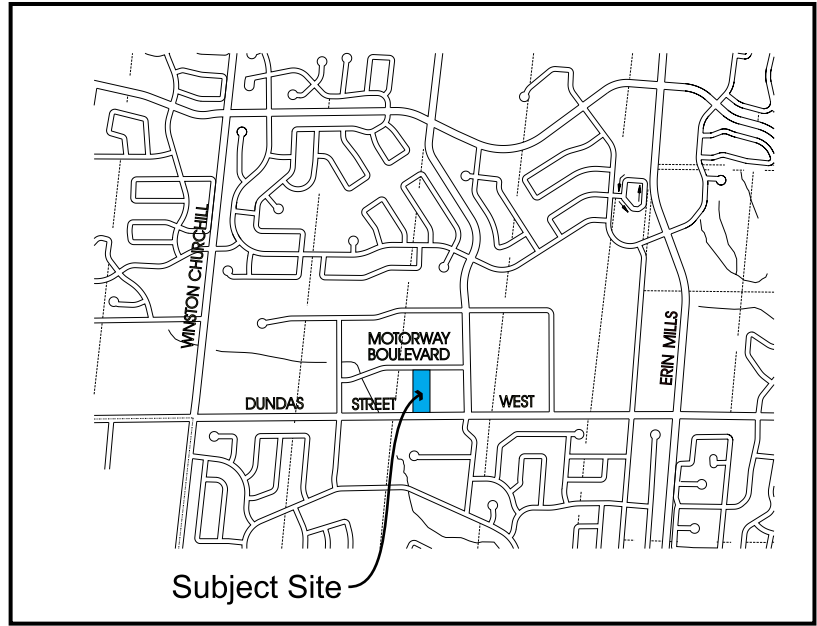


PROPOSED SIGN

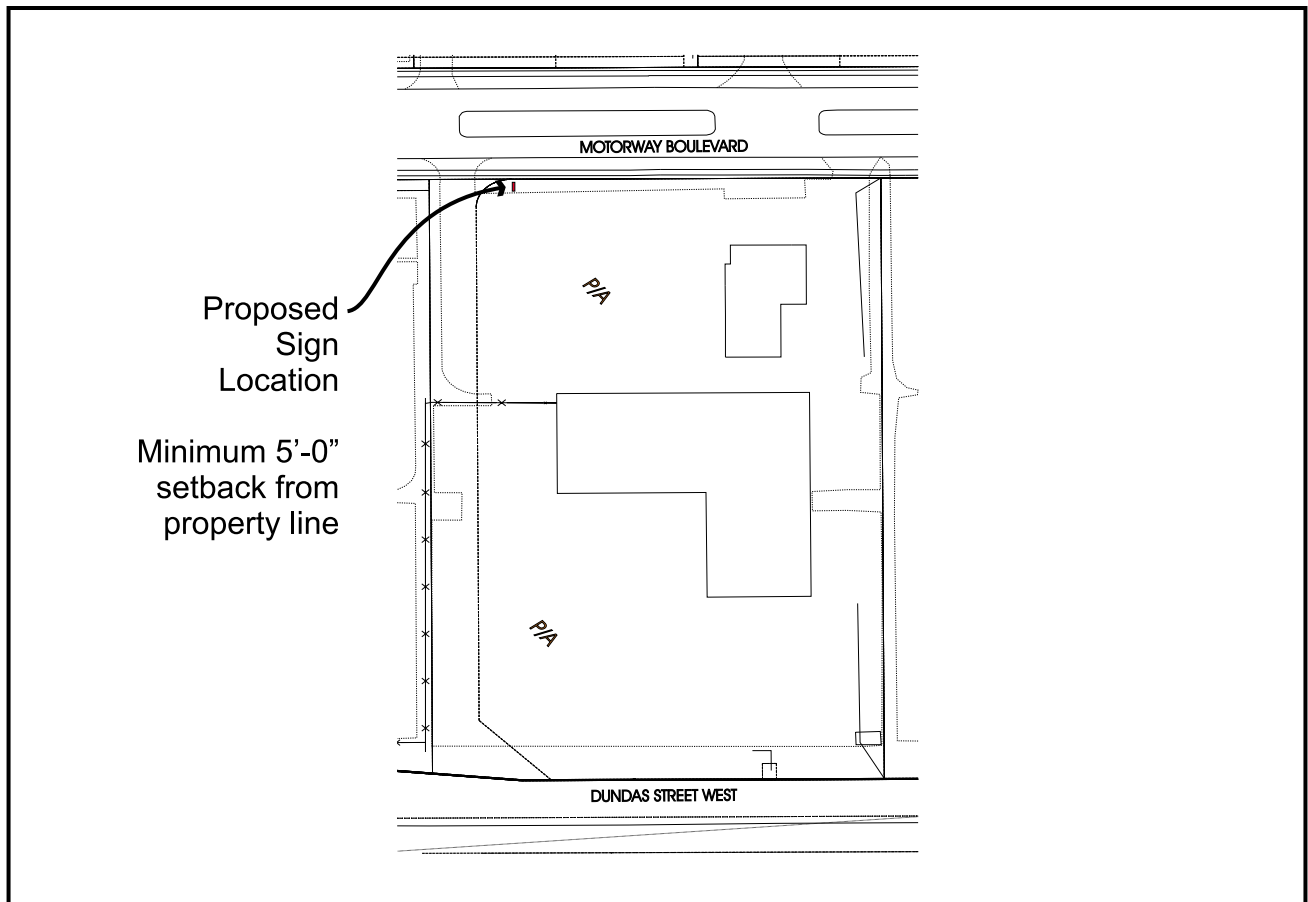
Example

File: _____

Project Name: _____



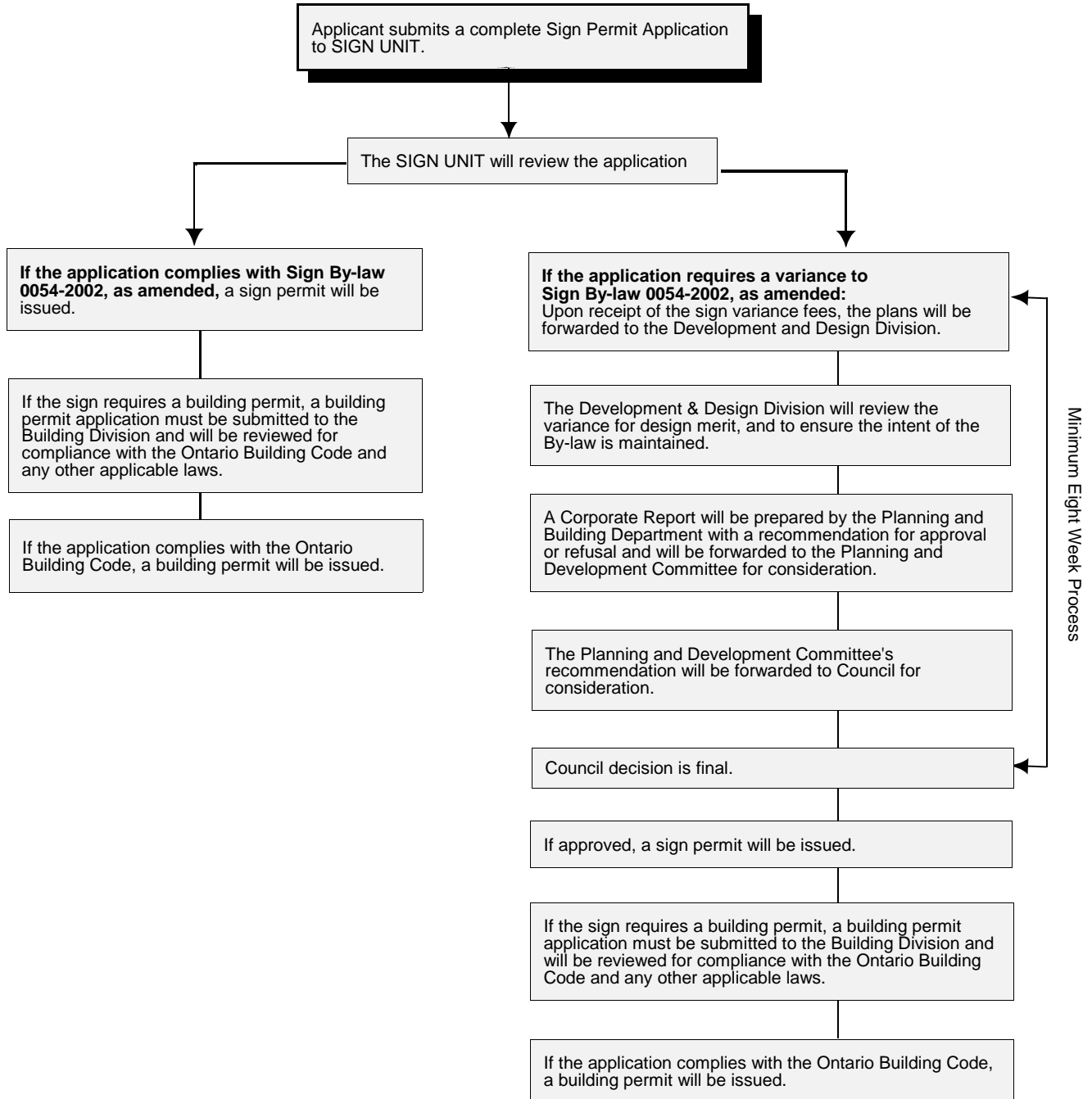
KEY PLAN



SITE PLAN

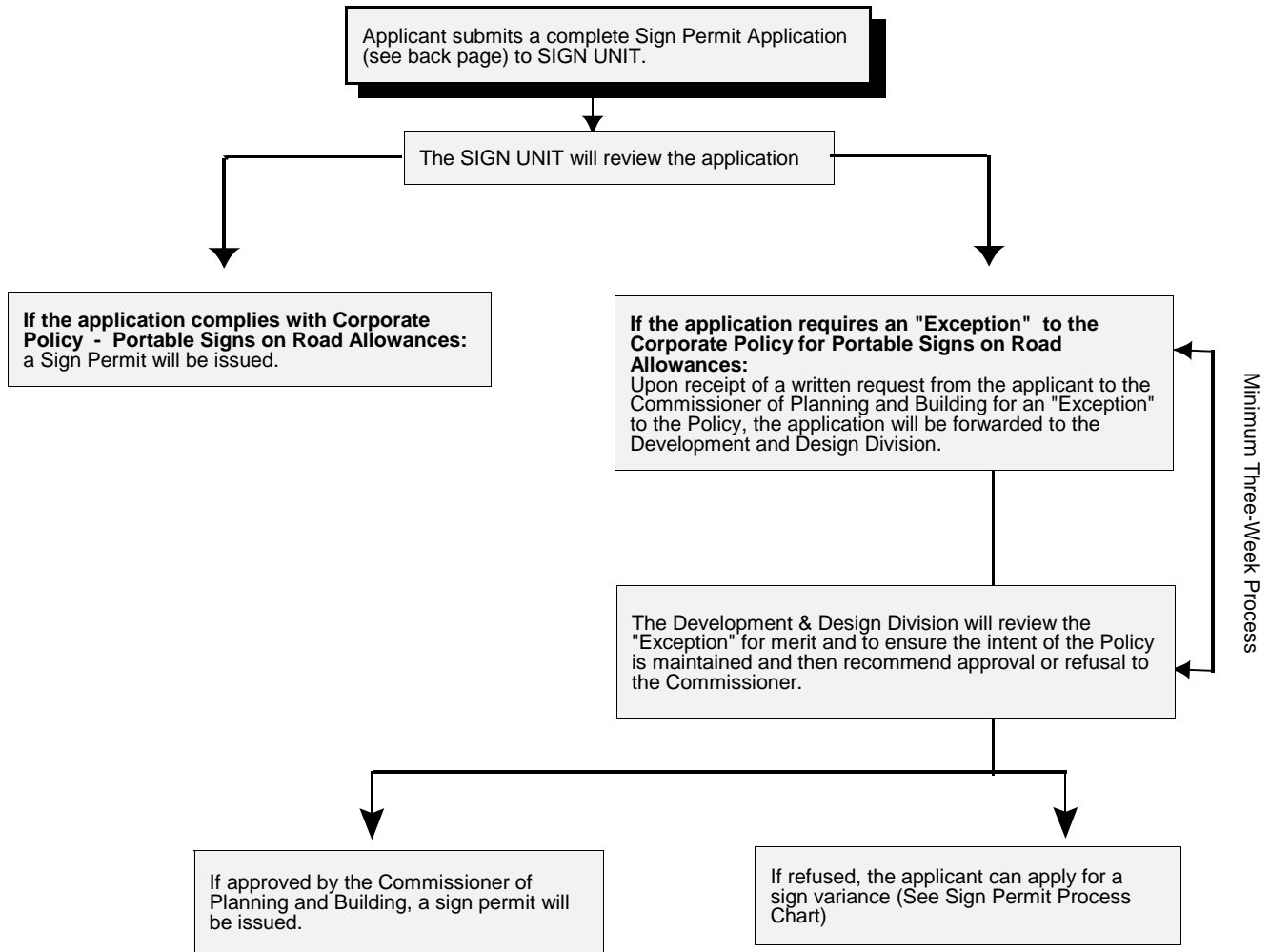


SIGN PERMIT PROCESS FLOW CHART





PORTABLE SIGNS ON ROAD ALLOWANCES FLOW CHART



"Exceptions"

Where the application does not conform to the Corporate Policy for Portable Signs on Road Allowance, exceptions to this policy may be granted only on the approval of the Commissioner, or designate, after consultation with the ward councillor. In this regard, the applicant must submit a complete application, along with a written request for an exception to the Commissioner of Planning and Building. Each request will be considered on its own merits, on a site-by-site basis, and on the impact of the exception on the City as a whole. For example, an exception may be granted to permit additional signage promoting a City-wide special event or festival. The Commissioner's authority to approve exceptions does not extend to the reduction or waiving of fees.

COMPLETE APPLICATION

A complete application shall include, if applicable, a permit fee, a security deposit, proof of insurance, and written permission for the use of an allocated site.

Please refer to Corporate Policy for Portable Signs on Road Allowance for further information on these requirements.

The following information shall be required as part of a complete application:

- C name, address, and telephone number of applicant organization;
- C name, address, and telephone number of party responsible for installation and removal of the sign;
- C proposed sign installation date and removal;
- C municipal address (a municipal address has been assigned to each delineated location within the road allowance and is available from the Sign Unit);
- C a detailed site plan, with dimensions, showing the location of the proposed sign in relation to other features (eg. driveways, bus shelters, traffic devices);
- C the dimensions of the intended sign (i.e. area of each sign face and height of the sign above grade);
- C the message which will be conveyed on the sign; and
- C registration number, if applicant is a registered charity.