

SIGN VARIANCE APPLICATION GUIDE

APPLYING FOR A SIGN VARIANCE

The Sign Variance Committee of the City of Greater Sudbury is comprised of members who are appointed by City Council.

Many of the procedures the Committee uses in carrying out its function are controlled by legislation. The processing of applications considered by the Committee is performed by an administration which must also adhere to specific legal requirements.

DEALING WITH THE APPLICATION

1. The completed application will be scheduled for a public hearing.
2. A notice outlining the date, time and location of the meeting will be sent to the owner and/or tenant and/or agent.
3. The application, once processed, will be circulated to officials of the municipality, commissions, agencies, etc. for comments.
4. The hearing of the application will take place, at which time the Sign Variance Committee will render its decision.
5. The decision of the Committee will be sent no later than ten (10) days from the date the decision was rendered.

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 Sudbury ON P3A 5P3
 Tel. (705) 671-2489, Ext. 4376/4346
 Fax (705) 673-2200

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City of Greater Sudbury

APPLICATION FOR SIGN VARIANCE

APPLICATION FEE: \$670.00

CASH, DEBIT OR CHEQUE MADE PAYABLE TO: **CITY OF GREATER SUDBURY**

Personal information on this form is collected pursuant to the Municipal Act 2001, S.O. 2001, c.25. Any questions regarding the collection of this information may be directed to the Manager of Development Approvals.

PLEASE PRINT. SCHEDULES MAY BE INCLUDED, IF NECESSARY.

1) The undersigned hereby applies to the Sign Variance Committee of the City of Greater for relief, as described in this application, from the Sign-By-law, as amended.

Registered Owner(s):	Email:
Mailing Address:	Home Phone:
	Business Phone:
City:	Fax Phone:
Postal Code:	

2) Name of Tenant:	Email:
Mailing Address:	Home Phone:
	Business Phone:
City:	Fax Phone:
Postal Code:	

3) Name of Agent:	Email:
Mailing Address:	Home Phone:
	Business Phone:
City:	Fax Phone:
Postal Code:	

4) Legal Description (include any abutting property registered under the same ownership).

PIN(s):	Township:
Lot No.:	Parcel(s):
Concession No.:	Reference Plan No.:
Subdivision Plan No.:	Lot:
	Part(s):
Municipal Address or Street(s):	

5) Nature and extent of relief applied for (specify setback, height, sign area, etc.)

6) Why is it not possible to comply with the provisions of the Sign By-law:

7) Dimensions of land affected.

Frontage (m) Depth (m) Area (m²) Width of Street (m)

8) Particulars of all signs on or proposed for the subject lands:

Existing:

Type: Height: Width: Area/Face: Front: Rear: Side:
Type: Height: Width: Area/Face: Front: Rear: Side:
Type: Height: Width: Area/Face: Front: Rear: Side:

Proposed:

Type: Height: Width: Area/Face: Front: Rear: Side:
Type: Height: Width: Area/Face: Front: Rear: Side:
Type: Height: Width: Area/Face: Front: Rear: Side:

9) Date of acquisition of subject land: _____

10) Date of placement of existing sign(s) (if any): _____

11) Existing use of the subject property: _____

12) Existing uses of abutting properties (both sides, front and rear): _____

13) Length of time the existing uses of the subject property have continued: _____

14) Present Official Plan designation applying to the land: _____

15) Present Zoning applying to the land: _____

16) Has the owner previously applied for a sign variance in respect to the subject property? [] Yes [] No

If "yes", describe briefly _____

