

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.

Box 5000, Station 'A', 200 Brady Street
 Sudbury ON P3A 5P3
 Tel. (705) 671-2489, Ext. 4376/4346
 Fax (705) 673-2200

A _____

City of Greater Sudbury

APPLICATION FOR SIGN VARIANCE

APPLICATION FEE: \$690.00

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.: _____	Concession No.: _____
	Parcel(s): _____
Subdivision Plan No.: _____	Lot: _____
	Reference Plan No.: _____
	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 _____

