

Detach and retain Information and Instructions for future reference.**Pre-Consultation**

Prior to the submission of this application, applicants are strongly encouraged to consult with staff of Planning Services in the Economic and Development Services Department. Early consultation can result in the identification of matters that will significantly assist in the processing of the application including a determination whether other applications are required.

Questions in respect to the application and process or requests for consultation with staff before an application is made may be made in person at Planning Services, City Hall, 8th Floor, 50 Centre Street South, Oshawa or by telephone at 905-436-3853 or by email at planning@oshawa.ca.

Submission Requirements

- One (1) copy of a fully completed application form is submitted to:

Manager, Development and Urban Design
Planning Services
Corporation of the City of Oshawa
50 Centre Street South (8th Floor)
Oshawa, Ontario L1H 3Z7

- The applicable processing fee is required to be paid as follows:

- \$746** processing fee for residential signs
- \$1,320** processing fee for non-residential signs
- \$266** processing fee for all signs in Central Business District (CBD) Zone

Methods of payments are: Cash, Cheque (payable to City of Oshawa) and Interac Debit.

- One (1) copy of all supporting documents. All dimensions are to be in **metric**.

Note:

1. The City of Oshawa's Planning Services processing fees for applications (excluding advertising fees) increase annually by 3%, each January 1st. These fees are calculated by Planning Services and will be published in a brochure available at <https://www.oshawa.ca/en/business-development/development-applications.aspx> or by calling Planning Services at 905-436-3853.

Sign Variance Application Process

1. Complete application and fee is submitted to Planning Services.
2. Administration Services circulates the application to various City staff and outside agencies for comment, if required.
3. Planning Services staff will inspect the site and take pictures, as necessary.

4. Planning Services will review and provide a recommendation to the Director of Planning Services for a decision.
5. Administration Services will provide written notice and a copy of the Director's decision to the agent, if applicable, unless otherwise noted on the application.
6. Should the application for variance(s) be approved, a building permit may be required.
7. Any controversial applications or applications that are proposed to be denied may be forwarded by the Commissioner at his or her discretion for Council's consideration. Should Council make a decision on the application Administration Services will provide written notice and a copy of Council's decision to the agent, if applicable, unless otherwise noted on the application.

Do not submit these Information and Instructions pages with your application, retain for future reference.



Application for Variance(s) to Sign By-law 72-96

Office Use
Date Received:
File Number:
Checked by:
Ward:

1. Registered Owner/Business Company/Sign Company/Agent

Name	Mailing Address	Contact Information
Registered Owner*		Telephone
		Email
Business Owner (if different than above)		Telephone
		Email
Agent (if different than above)		Telephone
		Email
Sign Company		Telephone
		Email

* If more than one Registered Owner, attach a sheet of paper with the required information. If numbered company, give name and address of principal Registered Owner.

Matters relating to this application should be sent to (select one only):

Registered Owner
 Business Owner
 Sign Company
 Agent

If the applicant is not the Registered Owner, the Registered Owner **must consent** to the variance by signing the application in Sections 10 and 11 or submitting a letter of authorization. Is a separate Letter of Authorization attached? Yes No

2. Details of Subject Lands

Location and Description			
Municipal Address(es) (Street Number and Name of Street)			
Lot(s)	Concession(s)	Former Twp.	
Registered Plan Number	Lot(s)/Block(s)	Reference Plan Number	Part Number(s)

Is this a multi-tenant property Yes No

If Yes, which business does the sign relate to:

3. Description of Proposed Signage for which the Variance is Required

Type of Sign (e.g. ground sign, fascia sign, pylon sign, etc.)			
Length	Width	Height	Area

4. Description of Variance Being Requested

Nature and extent of variance being requested:

Why is it not possible to comply with the provisions of Sign By-law 72-96, as amended:

5. Property History

Has this property been the subject of a previous application for relief from the provisions of Sign By-law 72-96, as amended, with respect to any sign at the property as described in Section 2 of this application? Yes No
If Yes, describe:

6. Existing and Proposed Signage

Note: If desired, this information may be shown on a site plan, submitted with this application. The applicant shall clearly detail all information required with respect to any signs on the property. Additionally, the applicant shall clearly differentiate between existing and proposed signs.

The location of all existing and proposed signs on the property (including all permanent and/or temporary signs) must be shown. Detail setbacks and proximity to parking spaces, aisles and driveways for all signs related to this application.

Detail Sign Types:	
Length of time signs (by type) have existed at the subject lands:	

7. Zoning, Land Use(s) and Permissibility of Proposed Signage

Zoning of Property:	
Existing Land Use(s) at Property:	

	Yes	No
Is the proposed use(s) permitted in this Zone?	<input type="checkbox"/>	<input type="checkbox"/>
Is the type of sign permitted in this Zone?	<input type="checkbox"/>	<input type="checkbox"/>

8. Current Heritage Status Designation

Is this property listed on the Heritage Oshawa Inventory of Heritage Properties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If Yes , is the property:	<input type="checkbox"/> Designated	<input type="checkbox"/> Non-Designated	<input type="checkbox"/> Class "A"	<input type="checkbox"/> Class "B"

9. Acknowledgements and Affidavit or Sworn Declaration

Applicant's Acknowledgements

1. If the information and materials submitted by the applicant contains third party information as defined in Section 10(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, RSO 1990, c M.56, as amended from time to time, the applicant shall specifically identify such information to the City of Oshawa at the time of submission and the applicant shall provide support for its position that such information comprises third party information, however, the identification and support evidence for such a position will not necessarily result in the withholding of the information or material from public disclosure. The applicant's failure to identify any third party information and provide support for its position with respect to the same will result in the full disclosure of the information or material to the public.
2. Personal information on this form is collected under the authority of the *Municipal Act R.S.O., 1990*, and will be used to determine compliance with City of Oshawa by-laws.
3. Plans submitted in conjunction with this application are not reviewed for compliance with the *Ontario Building Code* (OBC). It is the responsibility of the Registered Owner, agent and/or designer to ensure that all signs proposed to be constructed in accordance with this application will comply with the OBC, where applicable. If assistance is required in determining whether the sign construction will comply with the OBC, contact the Building Permit & Inspection Services, Economic and Development Services Department, 1st floor, Rundle Tower (905) 436-5658.
4. The applicant acknowledges that the [City's File Closure Policy](#) dated March 1, 2013, is in effect and shall apply to this application. This policy is located on the City's website for information.

Applicant's Acknowledgements

5. The applicant is required to produce and provide alternate formats of all plans, drawings and reports, if necessary, in a timely manner at no additional cost, as per the *Accessibility for Ontarians with Disability Act 2005, Ont. Reg. 429/07 (A.O.D.A.)*.
6. Plans submitted in conjunction with this application are not reviewed for compliance with the A.O.D.A. and related regulations. It is the responsibility of the Registered Owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the A.O.D.A.

I, _____ of the _____ of _____
(City, Town, etc.) (Oshawa, Toronto, etc.)

in the _____ of _____ solemnly declare that all the statements
(Region, County, etc.) (Durham, Simcoe, etc.)
 contained in this application and all of the statements contained in all 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 if under oath and by virtue of The *Canada Evidence Act*. I fully understand and agree to comply with Notes 1, 2 and 3 above. I also agree to allow the City of Oshawa, its employees and agents to enter upon the subject property for the purpose of conducting surveys and tests that may be necessary for this application.

I further agree for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* to authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Municipal Act* for the purposes of processing this application. I further agree to maintain all vegetation on site, including woodlots, and shall not cut or destroy any vegetation or regrade the site during the processing of this application and fully understand and agree to comply with all of the Applicant's Acknowledgements as set out above.

Declared before me at the _____ of _____ in the _____
(City, Town, etc.) (Oshawa, Toronto, etc.) (Region, County, etc.)

of _____ this _____ day of _____ in the year of _____.
(Durham, Simcoe, etc.)

 A Commissioner, etc.

 Signature of Registered Owner, Applicant or Authorized Agent

10. Authorizations

(a) If the Owner is an individual:

If the applicant is not the Registered Owner of the land that is the subject of this application, the written authorization of the Registered Owner (or the written authorization of each owner, in the case of shared ownership) that the applicant is authorized to make the application **must be attached**, or in the case of a single owner, the authorization set out below must be completed by the Registered Owner.

I, _____ (please print) am the Registered Owner of the land that is the subject of this application for variance(s) to Sign by-law 72-96 and I authorize

_____ (please print) to make this application on my behalf and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act* to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Registered Owner

(b) If the Owner is a Corporation:

If the applicant is not the Authorizing Officer having authority to bind the Corporation of the land that is the subject of this application, the written authorization of the Authorizing Officer (or the written authorization of each owner, in the case of shared ownership) that the applicant is authorized to make the application **must be attached**, or in the case of a single owner, the authorization set out below must be completed by the Authorizing Officer.

I, _____ (please print) am the Authorizing Officer having authority to bind the Corporation of the land that is the subject of this application for variance(s) to Sign By-law 72-96 and

I authorize _____ (please print) to make this application on my behalf and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act* to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Authorizing Officer

11. Consent of Registered Owner

Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

I, _____ (please print) am the Registered Owner of the land that is the subject of this application for variance(s) to Sign By-law 72-96 and, for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Date

Signature of Registered Owner