

**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.

If you have questions about the application or process, or want to speak with staff before applying, you can contact Planning Services by email at [planning@oshawa.ca](mailto:planning@oshawa.ca), by phone at 905-436-3853, or visit in person at City Hall, 50 Centre Street South, Oshawa.

**Submission Requirements**

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

Manager, Urban Design and Landscape Architecture  
Planning Services  
Corporation of the City of Oshawa  
50 Centre Street South (8<sup>th</sup> Floor)  
Oshawa, Ontario L1H 3Z7

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

- ☐ **\$793** processing fee for residential signs
- ☐ **\$1,401** processing fee for non-residential signs
- ☐ **\$283** processing fee for all signs in Urban Growth Centre (UGC) Zone

**Methods of payments are: Cash, Cheque (payable to City of Oshawa), credit card and Interac Debit. Please make arrangements in advance with Planning Services staff if you will be paying in person by cash, credit card or debit. Applications can be paid by credit card in person or through the Oshawa Application Portal under the amount of \$10,000.**

**Note:**

1. The City of Oshawa's Planning Services processing fees for applications increase annually by 3%, each January 1<sup>st</sup> in accordance with the Fees and Charges By-law.
2. Additional copies of plans, maps or other material may be required at a later date in response to site specific conditions and circumstances.

**Plans and Supplementary Information:**

- ☐ Digital copies of **all** plans and documents that are required. All drawings, studies and reports shall be in PDF format. Upload through the [Oshawa Application Portal](#).
- ☐ One (1) copy of all supporting documents. All dimensions are to be in **metric**.

### **Sign Variance Application Process**

1. Complete application and fee is submitted to Planning Services.
2. Planning Services staff 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 staff will review and provide a recommendation to the Director of Planning Services for a decision.
5. Planning Services staff 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 their discretion for Council's consideration. Should Council make a decision on the application Planning Services staff 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

**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
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**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? If Yes, describe:

☐ Yes ☐ No**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:	

	<b>Yes</b>	<b>No</b>
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) 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 OBC. If you need assistance in determining whether your plans comply with the OBC, contact Building Services, City Hall, 50 Centre Street South, 1st Floor, by telephone at (905) 436-5658 or by email at [buildings@oshawa.ca](mailto:buildings@oshawa.ca).
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 \_\_\_\_\_  
(Print Name) (e.g., City of Oshawa, Town of Whitby, etc.)

in the \_\_\_\_\_ solemnly declare that all the statements  
(e.g. Region of Durham)

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 \_\_\_\_\_ in the \_\_\_\_\_  
(i.e. City of Oshawa, Town of Whitby) (e.g. Region of Durham)

this \_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_.

\_\_\_\_\_  
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