

APPLICATION FOR SIGN VARIANCE AND AMENDMENT



INTERGRATED PLANNING AND PUBLIC WORKS
Planning Approvals, 100, Regina Street South
Waterloo, ON N2J 4A8
Ph: 519-747-8796 | Fax: 519-747-8523



Property Information

Property Address:

Legal Description:

Zoning of Property:

Building Frontage:

Is this a multi-tenant property? Yes No Name on Sign

If yes, please provide Unit Frontage:

Property Owner Information

Name of Property Owner(s):

Address:

Telephone:

Fax:

Email:

Agent Information:

Name of Agent:

Address:

Telephone:

Fax:

Email:

FOR OFFICE USE ONLY
File#:
Fee:

* NOTE: Authorization from the owner of the property is required to apply for an amendment or variance to Sign By-law 2013-082. A letter of authorization from the property owner shall be submitted and signed on company letterhead and attached to this application. Unless otherwise noted, all communications will be sent to the agent.

Description of Proposed and Existing Signage

Type of Sign(s):

Number of Sign(s):

Number of Electronic File(s):

Description of Variance Request

Describe the nature and extent of the variance requested.

Why is it not possible to comply with the provisions of Sign By-law No. 2013-082.

Property History

Has this property been subject to a previous application for relief from the provisions of Sign By-law No.2013-082 with respect to any sign at the property?

Yes No

If yes, briefly describe

Proposed Sign #1 Details

Electronic File Name:

Type of Sign

Material

Weight	kilograms	pounds
Height	metres	feet
Width	metres	feet
Area	square metres	square feet

Proposed Location

Is the Proposed Sign Illuminated? Yes No

Proposed Sign#2 Details

Electronic File Name:

Type of Sign

Material

Weight	kilograms	pounds
Height	metres	feet
Width	metres	feet
Area	square metres	square feet

Proposed Location

Is the Proposed Sign Illuminated? Yes No

Proposed Sign #3 Details

Electronic File Name:

Type of Sign

Material

Weight	kilograms	pounds
Height	metres	feet
Width	metres	feet
Area	square metres	square feet

Proposed Location

Is the Proposed Sign Illuminated? Yes No

Existing Sign #1 Details

Electronic File Name:

Type of Sign

Material

Weight	kilograms	pounds
Height	metres	feet
Width	metres	feet
Area	square metres	square feet

Relative Location

Is the Existing Sign Illuminated? Yes No

Existing Sign #2 Details

Electronic File Name:

Type of Sign

Material

Weight	kilograms	pounds
Height	metres	feet
Width	metres	feet
Area	square metres	square feet

Relative Location

Is the Existing Sign Illuminated? Yes No

Existing Sign #3 Details

Electronic File Name:

Type of Sign

Material

Weight	kilograms	pounds
Height	metres	feet
Width	metres	feet
Area	square metres	square feet

Relative Location

Is the Existing Sign Illuminated? Yes No

SIGNATURE OF APPLICANT OR AGENT

DATE

Application Process:

1. Submission of a complete application as per the Sign Variance Application Requirements and the Sign Variance Committee Calendar.
2. The Sign Variance Committee meets once a month. Please refer to the Sign Variance Committee Calendar.
3. The Sign Variance Committee may grant or refuse any application for a minor variance that it considers appropriate and may impose conditions.
4. The decision of the Sign Variance Committee may be appealed to City Council within 21 days.

Application Requirements:

1. One (1) complete application form, including the original.
2. Authorization Form signed by registered owner(s).
3. Application fee in cash or cheque made payable to the Treasurer of the City of Waterloo.
4. One copy of a maximum 8 ½ by 11 size plans:
 - A Plan of Survey, up to date and prepared by an Ontario Land Surveyor, indicating location of existing and proposed signs; or
 - A Site Plan, indicating location of existing and proposed signs; and
 - One Detailed Elevation Drawing per proposed sign, indicating height, width, and area of sign; and
 - One Photograph/Rendering per proposed sign; and
 - Electronic copies (jpeg or pdf) of Plan of Survey, Site Plan, Detailed Elevation Drawings, and Photographs/Renderings.

General Requirements for All Plans (see sample drawings):

- Dimensions to be provided in metric and imperial.
- Scale.
- North Symbol.
- Municipal address, names of adjacent streets, project name, applicant's name, name of firm preparing plans
- Electronic File Number.

Contact Information:

Lisa Morrison, Sign Variance Committee Coordinator

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