

# TOWNSHIP OF CENTRE WELLINGTON APPLICATION FOR MINOR VARIANCE TO THE SIGN BY-LAW



*Pursuant to s.99 of the Municipal Act, 2001, R.S.O. 2001, c.25*

## Submission Requirements

1. **PRE-CONSULTATION:** Pre-consultation with Township Building Dept. staff is recommended. Pre-consultation identifies the information required to commence the processing of a development application. Pre-consultation does not imply or suggest any decision whatsoever on behalf of Township staff or the Township of Centre Wellington to either support or refuse the application.
2. **OWNERS' AUTHORIZATION FORM:** Applications submitted by someone other than the land owner must be accompanied by the owner's authorization. **(A copy of an authorization form is attached.)**
3. **APPLICATION AND FEE:** Applications are to be printed or typed except where signatures are required. A copy of a survey, if available, should be included with all applications. The application form is to be completed, signed by the applicant(s) or authorized agent and properly witnessed by a Commissioner for Taking Affidavits. (This service is available at our office by appointment.)

The applicable fee in accordance with Schedule "A" of By-law No. 2015-001 is also required at time of application. The Township currently accepts cash, debit or cheque, payable to the **Township of Centre Wellington.**

4. **PLAN REQUIREMENTS:** 3 copies of all plans drawn to scale must be submitted with the application. All plans must be folded to 8 1/2" x 11". The plans must be drawn accurately and provide the following information:
  - The location and dimensions of all existing and proposed signs, and identifying the materials of which the proposed sign is to be constructed;
  - A site plan showing the location of the sign in relationship to other buildings and structures, the street, and the boundaries of the property upon which the sign is proposed to be erected;
  - Sufficient information for the Chief Building Official to determine that the sign has been designed and will be constructed in compliance with the applicable structural and fire prevention provisions of the Ontario Building Code;
  - An application for a fascia sign for a building or property containing more than one (1) occupancy or tenant shall include a sign uniformity plan where signs are proposed for more than one (1) occupancy or tenant.

## Public Notification

It is required that a sign to be posted on the property as a means of providing public notice. The applicant/agent is responsible for permitting the "Public Hearing" sign(s) on the subject property. The sign(s) must be erected on the subject property by the applicant/agent and must be maintained on the property until the date of the hearing. A photograph of the erected sign must be received by the Planning and Development by the required date. If the sign is removed prior to the public hearing date, the Planning and Development Department is to be contacted for a replacement sign. Staff will visit the subject property as part of the application review and to confirm that the sign is posted. The attached "Sign Posting Acknowledgement" form must be completed and submitted to:

Chantalle Pellizzari, Secretary-Treasurer, Committee of Adjustment  
Planning and Development Department  
1 MacDonald Square, Elora, Ontario N0B 1S0  
Phone: (519) 846-9691, Ext. 241 Email: [cpellizzari@centrewellington.ca](mailto:cpellizzari@centrewellington.ca)

Failure to maintain the "Public Hearing" sign(s) will result in delays with your application with additional re-circulation fee(s).

The applicant is responsible for additional mailing fees whenever a public notice has been circulated and, at the request of the applicant, the hearing is deferred to another date.

# APPLICATION FOR MINOR VARIANCE TO THE SIGN BY-LAW



The undersigned hereby applies for Minor Variance to the Sign By-law.

1. Location and description of lands which are the subject of this application. Legal description of subject land (registered plan number; lot number; or other legal description; street and municipal number).

Street Number \_\_\_\_\_ Street Name \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Part Lot No. \_\_\_\_\_

Concession \_\_\_\_\_ Other \_\_\_\_\_

2. Names and addresses of any mortgagees, holders or other encumbrances:

\_\_\_\_\_

3. Name of Owner(s) \_\_\_\_\_

Telephone No. - Res./Bus.: \_\_\_\_\_ Cell: \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

4. Name of Applicant \_\_\_\_\_  
(If other than owner – see Authorization)

Telephone No. – Res./Bus.: \_\_\_\_\_ Cell: \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

5. Name of Agent \_\_\_\_\_  
(See Authorization)

Telephone No. - Res./Bus.: \_\_\_\_\_ Cell: \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

### MINOR VARIANCE

1. Nature and extent of relief applied for: \_\_\_\_\_

\_\_\_\_\_

a) What is the Official Plan designation of the subject lands: \_\_\_\_\_

b) What is the present zoning of the subject lands: \_\_\_\_\_

c) What type of sign is proposed: \_\_\_\_\_

d) Show the extent of the relief being applied for:

By-law Section	By-law Requirement	Proposed	Extent of Variance

e) Explain in detail your reasons why it is not possible to comply with the provisions of the by-law:  
(THIS SECTION MUST BE COMPLETED)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Extension or Enlargement of a Legal Non-conforming Sign**

1. If you are requesting consideration of an enlargement or extension of an existing sign that is not in conformity with the By-law, but, legally established prior to the by-law, answer the following:

a) What is the present zoning of the subject land: \_\_\_\_\_

b) What type of sign is it: \_\_\_\_\_

c) How long has the sign been in existence: \_\_\_\_\_

d) What is the reason for extension or enlargement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e) Describe how the proposed extension or enlargement has had regard to existing by-law regulations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated at the Township of Centre Wellington, in the County of Wellington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

I, \_\_\_\_\_ of the \_\_\_\_\_  
\_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_,

Solemnly declare that all the statements contained in this application 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 made under oath and by virtue of the **Canada Evidence Act**.

Declared before me at the \_\_\_\_\_  
of \_\_\_\_\_, in the County of \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_

\_\_\_\_\_  
 Owner       Agent       Applicant

\_\_\_\_\_  
**A Commissioner for Taking Affidavits**

### OWNER'S AUTHORIZATION FORM

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner.

#### AUTHORIZATION OF OWNER

I/we \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this minor variance application. I/we authorize \_\_\_\_\_  
\_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## POSTING OF HEARING NOTICE SIGN - ACKNOWLEDGEMENT

This will confirm the requirement of the Township of Centre Wellington Committee of Adjustment for a sign to be posted by the applicant/agent on each property under application.

A sign will be placed by the applicant/agent in a prominent location that will enable the public to observe the sign. The location of each sign will depend on the lot and location of structures on it. Should the sign be removed or disturbed from its location, please notify Chantalle Pellizzari at the Planning and Development Department, Township of Centre Wellington, 1 MacDonald Square, Elora, Phone 519-846-9691, Ext. 241, so that a replacement sign can be provided.

Each sign must remain posted beginning 10 days prior to the Hearing, until the day of the decision of the Committee of Adjustment. Please complete the form below indicating your acknowledgement of the terms of the posting of the sign(s) as required. In addition, site visits are usually conducted by Committee of Adjustment members and Township staff members prior to the hearing date in order to view the property under application. These visits will be conducted during reasonable hours.

For the purposes of this application, the Owner/Applicant/Agent grants permission to the members of the Committee of Adjustment to enter upon the said property for inspection purposes, and the owner will not be held responsible or liable if any accident or injury occurs.

I UNDERSTAND THAT EACH SIGN MUST BE POSTED AT LEAST 10 DAYS PRIOR TO THE HEARING AND SHALL REMAIN POSTED AND BE REPLACED IF NECESSARY, UNTIL THE DAY OF THE DECISION. I ALSO ACKNOWLEDGE THAT SITE VISITS WILL BE CONDUCTED BY COMMITTEE OF ADJUSTMENT MEMBERS AND TOWNSHIP STAFF DURING REASONABLE HOURS AND THAT SUCH PERMISSION IS GRANTED IN ADVANCE BY THE OWNER. I ACKNOWLEDGE THAT THE SECRETARY-TREASURER HAS CONFIRMED THESE REQUIREMENTS WITH ME AND THAT PERMISSION TO ENTER THE SUBJECT PROPERTY FOR SITE VISITS IS HEREBY GRANTED.

\_\_\_\_\_  
Signature of Owner(s)/Authorized Agent

\_\_\_\_\_  
Signature of Owner(s)/Authorized Agent

Date: \_\_\_\_\_

Date: \_\_\_\_\_