



Town of Milton Planning and Development Department

Application for Minor Variance to Sign By-law

The following is provided to assist applicants in completing the Application for Minor Variance to the Sign By-law and to advise of the application process. It is the responsibility of the applicant to provide the information and material as requested, in order that the application can be accepted for processing.

1. Please submit one copy of the application, with the Affidavit signed before a Commissioner for Oaths, and a cheque payable to the "Town of Milton", in the amount set out within the current and applicable annual Rates and Fees By-law. Agents are required to submit the Property Owner's signed authorization of the application at the time of submission. (*Note: Fee is subject to annual change. Please confirm fees with staff prior to filing an application.*)
 2. Please provide 6 copies of the following documentation with your application:
 - a) a full site plan, elevation plan and survey, drawn to metric scale and dimensioned showing the following;
 - entire subject property with all sign locations, buildings and paved areas,
 - general site grading,
 - the location of existing property lines,
 - setback distances from existing or proposed buildings, property lines, and fences;
 - the limits of significant natural heritage features and/or natural hazards;
 - any significant vegetation should be inventoried on the plan;
 - buffering,
 - existing and proposed landscaping,
 - areas of access,
 - parking, and
 - type and height of the proposed sign(s)
 - b) construction details, if available;
 - c) colour photographs of all existing signs on the property; and,
 - d) a colour photograph of the subject property with a super-imposed image of the proposed sign (showing the context of the sign in relation to adjacent properties).
 3. The applicant is responsible for providing the names and addresses of all owners and mortgagees of the property on which the sign is proposed. Property ownership can be obtained from the Assessment Rolls in the Corporate Services Department.
 4. If necessary, it is the responsibility of the owner, agent or contractor to contact the Ministry of Transportation, Downsview Office, 1201 Wilson Avenue, 7th Floor, Building D, (416) 235-5385, regarding the need for a permit. MTO sign website: <http://www.mto.gov.on.ca/english/engineering/management/corridor/signs.shtml>
- NOTE:** The Public Transportation and Highway Improvement Act, RSO 1980, as amended, notes that no person shall erect any sign, notice or advertising device within 400 metres (1,312.33ft) of the limit of any Kings Highway or Controlled Access Highway respectively without the consent of the Ministry of Transportation.
5. Staff endeavor to process complete applications as quickly as possible. Generally, it will take four (4) weeks to process an application for applications approved under delegated authority.
 6. The application and accompanying material will be forwarded to various Town departments and external agencies (e.g. Halton Region, MTO, Conservation Authorities, etc.) where necessary, for their comments.

7. Upon receipt of their comments, Planning & Development staff will form a position on the sign variance(s) requested. If staff support the application as presented staff will prepare a recommendation for approval in the form of a "Sign Variance Approval Certificate" under delegated authority and signature of the Director of Planning and Development.
8. If staff does not support the application and a reasonable alternative cannot be established with the applicant, a recommendation for denial will be made to the Director of Planning and Development and the application shall be referred to Council, or a Committee thereof, for a decision on the application. This process may take in excess of eight (8) weeks. Council's decision in this regard is final.

Should you have any questions or require further information on the processing of your application please contact the Planning and Development Department at (905) 878-7252, ext. 2398. The Town of Milton is dedicated to meeting the needs of our customers. To obtain documents in an alternate format such as Braille, large print, electronic or plain language, contact the Town's Accessibility Coordinator.



PLANNING & DEVELOPMENT DEPARTMENT
Tel: (905) 878-7252 ext. 2398
Email: planning@milton.ca

APPLICATION FOR MINOR VARIANCE TO SIGN BY-LAW

Application Fee: \$ Payable by cash, cheque (to the <i>Town of Milton</i>) or Debit (subject to change)	(FOR OFFICE USE ONLY) File No.: SV _____ / _____
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The undersigned hereby applies for a minor variance to the Town of Milton Sign By-law 086-2009, as amended, pursuant to Section 11 (3) 7, of the Municipal Act, S.O. 2001, c. 25 as amended.

1. OWNER: _____
ADDRESS: _____

PHONE NO.: _____
E-mail and/or www Address: _____

2. AGENT/SIGN CO.: _____
ADDRESS: _____

PHONE NO.: _____
E-mail and/or www Address: _____

3. TENANT/OCCUPANT: _____
ADDRESS: _____

PHONE NO.: _____
E-mail and/or www Address: _____

4. Municipal Address and Legal Description of Subject Property:

5. Nature and Extent of Relief Applied for (eg. specify setback/height/sign area, etc.)

6. Why is it not possible to comply with the Sign By-law? (eg. explain your hardship)

7. Dimensions of Subject Property:

Frontage _____ Depth _____ Area _____

8. Present Zoning Under Municipal Zoning By-law 144-2003:

9. Date of Purchase of Subject Property: _____

10. Date of Placement of Existing Signs (if any): _____

11. Describe ALL Signs Existing on Subject Property: (Please attached separate page if more space required)

	TYPE	HEIGHT	WIDTH	AREA/FACE	DISTANCE FROM LOT LINES		
					Front	Rear	Sides
a)							
b)							
c)							
d)							

12. Describe ALL Signs Proposed on Subject Property:

	TYPE	HEIGHT	WIDTH	AREA/FACE	DISTANCE FROM LOT LINES		
					Front	Rear	Sides
a)							
b)							

13. Existing use(s) of subject property (eg. commercial plaza, industrial, etc.)

14. Length of time existing uses of subject property have continued:

15. Existing use(s) of abutting properties (both sides, front and rear)

16. Has there previously been a sign variance applied for on this property?

No: _____ If yes, please detail: _____

Yes: _____

Signature of Owner(s) or Authorized Agent

Please PRINT Name of Applicant

NOTE: Where a corporation owns the subject property, the signature must be of a signing officer with the authority to bind the corporation.

Affidavit or Sworn Declaration

***I, _____ of the _____
in the _____ make
oath and say (or solemnly declare) that the information contained in this application is
true and that the information contained in the documents that accompany this application
is 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”.***

Sworn (or declared) before me

at the

in the

this _____ day of _____, 20_____

Signature of Owner, Authorized Agent

* To be signed in the presence of a Commissioner for Taking Affidavits

A Commissioner, etc.

Owner's Authorization

With respect to lands owned by:

(Owner's name(s) / Corporate signing authority)

known as:

(Legal description /municipal address of lands)

declare that I/We, the registered owner(s) of the lands described in this application, have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I/We have knowledge of these facts, and I/We hereby authorize:

(Name of Agent)

(Name of Company)

to act on my behalf in this matter.

I/We further consent to the Town of Milton or a representative thereof, inspecting the subject lands and structures.

Date:

Signed:

(Signature of Owner(s))