

## Sign By-law Variance Application

For use by Principal Authority						
Date Received:		File Number: BA/				
A. Applicant Information						
Applicant is: Owner or Authorized Agent of Owner						
Last Name		First Name		Corporation or partnership		
Street Address		City/Town		Province		
Postal Code	Phone Number	Email				
B. Owner Information (if different from applicant)						
Last Name		First Name		Corporation or partnership		
Street Address		City/Town		Province		
Postal Code	Phone Number	Email				
C. Agent Authorization						
If the applicant is not the owner of the lot to which the variance request applies, the owner must complete the following section to provide written authorization for the applicant to make this variance request.						
Last Name		First Name		Corporation or partnership		
I as the owner of, authorize , authorize Print Name  to apply for a variance to the Town of Caledon Sign By-law on my behalf. In so doing, I acknowledge that I have read and understood the requirements under the Fence By-law and that the Town may direct all communication through the process to the authorized agent.						
Date Signature of Owner				er		
D. Variance Request Details						
Please provide the full address of the lot to which the variance request applies.						
Street Address						
City/Town	Province		Postal Code			
Please identify the specific Section(s) (include subsections if applicable) of the Sign By-law from which you are seeking a variance.						
				Continue to the next page		



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Please explain your variance request by providing a detailed description of the existing (if applicable) and proposed sign including the dimensions (height, length, width and setback distance from any property lines) and specifications of the construction and installation.						
Please provide a detailed description explaining why a varian	nce is required	d.				
Do you have an active application in for site plan?	YES	NO	If yes, file number:			
E. Additional Required Items						
Cower letter. Completed evaluation report as outlined in the Town's Sign By-law. A completed Sign Variance application form. A site plan of the lot drawn to scale and fully dimensioned identifying:  1. The height, length and setback distance of the sign from any property lines of the existing (if applicable) and proposed sign; 2. The location and size of all buildings and other structures; 3. Any easements on the property; 4. The locations, width and names of roads adjacent to the lot; and 5. The locations of any other features on the lot, or an adjacent lot, which may impact the placement of a sign such as trees, watercourses, drainage ditches, wells and septic tanks. Payment of the non-refundable fee as outlined in the Town's Fees By-law.						
F. Declaration of Consent						
<ol> <li>I am the applicant and the information given by me herein is true and complete;</li> <li>I am the owner, or an authorized agent of the owner, of the lot to which the variance request applies;</li> <li>I will update the Town immediately if there are any changes to the information contained within my application, including the additional required items;</li> <li>I have read and understood the provisions in the Town of Caledon Sign By-law 2017-54, including the Section regarding the variance process, and will comply with such process as outlined therein;</li> <li>Only complete applications will be reviewed and submission of an application does not constitute approval.</li> </ol>						