

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 variance is required.

Do you have an active application in for site plan? YES NO If yes, file number:

E. Additional Required Items

Complete applications MUST include the following:

Cover 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

By submitting this form, I hereby acknowledge and consent to the following:

1. I am the applicant and the information given by me herein is true and complete;
2. I am the owner, or an authorized agent of the owner, of the lot to which the variance request applies;
3. I will update the Town immediately if there are any changes to the information contained within my application, including the additional required items;
4. 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;
5. Only complete applications will be reviewed and submission of an application does not constitute approval.

_____ Date

_____ Signature of Applicant