

Dimensions of Sign Structure: _____

Sign Area: _____

Location of all signs on or proposed for the subject land (Specify distance from side, rear and front lot lines):

Existing: _____

Proposed: _____

Date of Acquisition of Subject Land: _____

Date of Construction of all Signs on Subject Land: _____

Has the owner previously applied for variances in respect of the subject land? YES ___ NO ___

If the answer is "YES", describe briefly:

NOTE:

This application and the attached supporting documentation, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours.

Personal information on this form is collected under the authority of the Municipal Act, R.S.O. 1990, c. M.45, as amended, and the Planning Act, R.S.O. 1990, c. P.13, as amended, and will be used in the processing of an application for a minor variance to the sign by-law. Questions about this collection should be directed to the Director of Planning, Town of Whitby, 575 Rossland Road East, Whitby, L1N 2M8, (905) 430-4306.

IV. STATUTORY DECLARATION

Dated at the _____ this _____ day of _____, 20 _____.

I, _____ of the _____ in the _____

Solemnly declare that all the statements contained in this application are true and I make this declaration conscientiously believing it to be true and knowing that it is of the same force as if made under oath and by virtue of The Canada Evidence Act.

Declared before me at the _____

In the _____

This _____ day of _____ 20 _____

Signature of Owner or Authorized Agent

A Commissioner, etc.

AUTHORIZATION OF OWNER

[TO BE COMPLETED ONLY IF OWNER IS TO BE REPRESENTED BY A SECOND PARTY]

I/We _____ owner(s) of the property known as _____

Hereby authorize _____ to make a Minor Variance application on my/our behalf to the Town of Whitby.

(Signature of Owner)

(Signature of Witness)

1. Submission of Application

Please complete one (1) copy of the application form in full and submit with the following:

- a) A minimum of one (1) copy of a plan showing the dimensions of the subject land and showing the location, size and type of all existing signs and sign for which the minor variance is sought,
- b) The prescribed non-refundable fee in cash, cheque or money order payable to the Treasurer of the Town of Whitby.

Fee

- a) The fee for an application for a minor variance to the sign by-law is \$550.00.
The fee for an application for an amendment to the sign by-law is \$2000.00.
- b) Additional costs for the processing of the application may be charged where studies in support of an application must be reviewed by persons not employed by the Town but retained for that purpose due to an expertise in the area of the study. This requirement applies to matters such as, but not limited to, the review of traffic, marketing, environmental, noise, and engineering reports, etc. In all cases the Town shall notify the applicant to seek approval and payment before proceeding to a third party review of supporting studies.
- c) The applicant will be responsible for the costs to the Town of appearing in support of the application at hearings of the Ontario Municipal Board or Environmental Assessment Board.
- d) The applicant will be required to pay the reasonable legal fees of the Town for the preparation and registration of development agreements when such agreements are required.

**NOTE: APPLICATIONS WILL NOT BE PROCESSED
WHERE APPLICATION FORMS AND FEES ARE INCOMPLETE**