



Planning and Economic Development Department  
Development Planning  
71 Main Street West, 5th Floor, Hamilton ON L8P 4Y5  
Phone: 905-546-2424 x 1355  
Email: [planningapps@hamilton.ca](mailto:planningapps@hamilton.ca)

**APPLICATION FOR SIGN VARIANCE**  
Pursuant to Section 99 (5) of the Municipal Act

**FOR OFFICE USE ONLY**

File No: \_\_\_\_\_ Date Application Received: \_\_\_\_\_

Date Accepted: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Fee \$675.00

Fee for a sign erected, located and displayed without a permit \$1,435.00

1. **Owner** \_\_\_\_\_ Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

2. **Tenant/Occupant** \_\_\_\_\_ Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

3. **Agent (if any)** \_\_\_\_\_ Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

4. **Address of Property** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Name and addresses of any mortgagees, holders or charges or other encumbrances:

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6. Legal description of subject lands (registered plan number and lot number or other legal description and, where applicable, street and street number):

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7. Nature and extent of relief applied for (specify setback, height, sign area, etc.)

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8. Why is it not possible to comply with the provisions of the by-law?

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9. Dimensions of lands affected:

Frontage: \_\_\_\_\_  
Depth: \_\_\_\_\_  
Area: \_\_\_\_\_  
Width of Street: \_\_\_\_\_

10. Particulars of all signs on or proposed for the subject lands:

<b>Existing:</b>				<b>Distance from lot lines</b>		
<b>Type</b>	<b>Height</b>	<b>Width</b>	<b>Area/Face</b>	<b>Front</b>	<b>Rear</b>	<b>Side</b>

<b>Proposed:</b>				<b>Distance from lot lines</b>		
<b>Type</b>	<b>Height</b>	<b>Width</b>	<b>Area/Face</b>	<b>Front</b>	<b>Rear</b>	<b>Side</b>

11. Date of acquisition of subject lands:  
 \_\_\_\_\_

12. Date of placement of existing signs (if any):  
 \_\_\_\_\_

13. Existing use of the subject property:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

14. Existing uses of abutting properties (both sides, front and rear):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

15. Length of time the existing uses of the subject property have continued:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

16. Present Official Plan provisions applying to the land:

\_\_\_\_\_  
\_\_\_\_\_

17. Present Zoning By-law provision applying to the land:

\_\_\_\_\_  
\_\_\_\_\_

18. Has the owner previously applied for a sign variance in respect to the subject property?

\_\_\_\_\_

If the answer is YES, describe briefly:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT OR SWORN DECLARATION**

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

in the \_\_\_\_\_ 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 \_\_\_\_\_ of \_\_\_\_\_ )  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )

A Commissioner, etc.

\_\_\_\_\_  
Signature of Owner(s), or  
authorized Solicitor/Agent

The personal information contained on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, and will be used for the purpose of processing the application. This information will become part of the public record and will be made available to the general public. Questions about the collection of this information should be directed to the general Planning Division email at [pdgeninq@hamilton.ca](mailto:pdgeninq@hamilton.ca) or 905-546-2424, ext.1355.

**Note:** Unless otherwise requested, all communications will be sent to the agent, if any.

**NOTES:**

- 1. It is required that the application form be submitted to the Planning Division together with the plans referred to in Note 2, accompanied by the fee by cheque made payable to the City of Hamilton.**
- 2. Each copy of this application must be accompanied by a plan showing the dimensions of the subject land and of all abutting land.**