

For Use by Town Staff

Date Received: _____

A. Project information

Street Address: _____

Registered Plan: _____ Lot/Con: _____

Lot Frontage: _____ m Depth: _____ m

Lot Area: _____ m² Width of Street: _____

Property Roll No. 26-27- _____

Estimated Sign Value: \$ _____

Current Zoning of the Subject Lands: _____

Does the proposed sign pertain to one or more new / existing business(s) on the premises?

Yes ____ No ____

If yes, please provide name(s) of business _____

Are there any other signs present on the property? Yes ____ No ____

If Yes, list: _____

If yes, number of existing ground signs: _____

Total number of existing signs: _____

B. Sign details

Proposed work is: ____ newly erect ____ alter ____ repair ____ relocate ____ electrical

Size of sign: ____ m x ____ m = ____ m² Min. height above grade _____ m

Total height _____ m Proposed Installation Date: _____

Sign is covered by insurance for damage/injury? ____ Yes ____ No

Is sign a projection sign? ____ Yes ____ No Projection: _____ m

Type and Number of signs to be erected:

No.	x	Type	No.	x	Type	No.	x	Type
		Awning			Banner			Canopy
		Construction			Directional			Directory
		Ground			Mobile			Neon (No Flashing)
		Pole			Projecting			Sandwich
		Subdivision			Temp. Window			Wall
		Window						

Sign finish: ____ painted ____ plastic ____ neon ____ wood ____ electronic

C. Applicant

Applicant is: ____ Owner or ____ Authorized Agent of Owner
(if selected complete and attach authorization form)

Last Name: _____ First Name: _____

Corporation or Partnership: _____

Street Address: _____ Unit No. _____
Municipality: _____ Postal Code: _____
Province: _____ Email: _____
Telephone Number: _____ Cell Number: _____

D. Owner (if different from applicant)

Last Name: _____ First Name: _____
Corporation or Partnership: _____
Street Address: _____ Unit No. _____
Municipality: _____ Postal Code: _____
Province: _____ Email: _____
Telephone Number: _____ Cell Number: _____

E. Sign Contractor

Last Name: _____ First Name: _____
Corporation or Partnership: _____
Street Address: _____ Unit No. _____
Municipality: _____ Postal Code: _____
Province: _____ Email: _____
Telephone Number: _____ Cell Number: _____

F. Nature and Extent of the Proposed Sign Site Specific Amendment:

G. Reason(s) why it is not possible to comply with the Provisions of the By-law: (Please state section of by-law)

H. Existing Uses(s) of the subject land and length of time existing use(s) has/have continued:

I. Existing uses(s) of on land that is Adjacent to the Subject Land:

North: _____

South: _____

East: _____

West: _____

K. Declaration of applicant

I, the applicant, acknowledge that the information contained in this application, attached plans and specifications, and other attached documentation is true to the best of my knowledge and that if the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date: _____ Signature: _____

Personal information contained in this form is collected under the authority of subsection 8(1.1) of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Any questions regarding this collection should be directed to: The Town Clerk, 1593 Four Mile Creek Road, Box 10, Virgil, Ontario, L0S 1T0 (905) 468-3266.

Completing this Form -

Required Supplemental Information

In addition to the submission of this completed form the submission must also include the required drawings as set out in the Drawing Requirements section of this application.

Other Approvals

Please note approvals from the Municipal Heritage Committee, Regional Municipality of Niagara, Niagara Parks Commission, Ministry of Transportation, Niagara Escarpment Commission, or Niagara Peninsula Conservation Authority may be required. If required, approval will need to be obtained prior to the issuance of a sign permit.

Please submit all required information to the:

Town of Niagara-on-the-Lake, 1593 Four Mile Creek Road, Virgil, Ontario L0S 1T0

Checklist

A. Project information

Street Address: _____ Unit No. _____

This form describes conditions where approvals from various other agencies are required before a sign permit can be issued.

It is recommended that these approvals be completed prior to applying for a sign permit, failing to do so may delay or prevent permit issuance.

B. Heritage - Town of Niagara-on-the-Lake Planning Department

Are you proposing to erect a sign located with the Heritage Conservation District or on a home listed on the Town of Niagara-on-the-Lake heritage inventory? Yes No

If yes, have discussions started regarding approval process? Yes No

Is the building/property designated or in the process of being designated? Yes No

If yes, (Date) _____

C. Regional Municipality of Niagara

Is the property located on or near a Regional Road? Yes No

If yes, name of Regional Road _____

Has Regional Approval been acquired? Yes No

D. Niagara Escarpment Commission (NEC)

Does the property exist within the jurisdiction of the Niagara Escarpment Commission?

Yes No

Has NEC Approval been acquired? Yes No

E. Niagara Peninsula Conservation Authority (NPCA)

Does the property abut a ravine, watercourse, wetland or shoreline? Yes No

Has NPCA Approval been acquired? Yes No

F. Niagara Parks Commission (NPC)

Is the property located on or near the Niagara River Parkway? Yes No

If yes, please state approximate distance _____

Has NPC Approval been acquired? Yes No

G. Ministry of Transportation

If plans are to erect or alter a sign or advertising device on a property within 400m (¼ mile) of any Provincial Highway Right-of-Way, you may require a permit. There are certain restrictions as to setbacks, size and location, which you should be familiar with before proceeding.

If the property located within 400 m of the Queen Elizabeth Way _____

Information can be found at this link:

<http://www.mto.gov.on.ca/english/engineering/management/corridor/signs.shtml>

Authorized Agent Authorization Form

A. Project information

Street Address: _____ Unit No. _____

B. Party to be authorized

Last Name: _____ First Name: _____

Corporation or Partnership: _____

Street Address: _____ Unit No. _____

Municipality: _____ Postal Code: _____

Province: _____ Email: _____

Telephone Number: _____ Cell Number: _____

C. Declaration of Owner

I, _____, being the Registered Owner of the above property hereby authorize the party stated in Section B of this form to make application for a sign permit on my behalf to Community and Development Services of the Town of Niagara-on-the-Lake in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

Signature: _____

Declaration

I, _____ of the _____
in the _____

make oath and 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 knowing that it is the same force and effect as if made under oath and by virtue of the Canada Evidence Act..

(Print Applicant(s) Name)

(Signature of Owner/Authorized Agent)

Sworn (or declare) before me at the _____ of _____
_____ in the Regional Municipality of _____ this _____ day of _____
_____ 20____.

(Commissioner of Oath)

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Drawing Requirements

(All printing must be clear and legible)

1. A **site plan** to scale (one (1) full size copy and one (1) reduced copy (11 x 17 maximum)) **showing the following (showing dimensions in imperial & metric):**
 - a) Location of the sign; and
 - b) The boundaries and dimensions of the subject land; and
 - c) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front, rear and side yard lot lines; and
 - d) The current uses on adjacent properties to the subject land, such as residential agricultural and commercial uses; and
 - e) The location, width and name of any roads within or abutting the subject land; and
 - f) The location and nature of any easement affecting the subject land; and
 - g) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application, such as trees, buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
 - h) North arrow
 - i) General location map
 - j) Existing and proposed utility features on road allowances (fire hydrants, sidewalks, poles, etc.)
2. A **detailed drawing** showing:
 - a) The dimensions of the proposed sign, how it will be anchored or attached, and if and how it will be illuminated; and
 - b) Area (total area of all signs as well as individually, including percentages); and
 - c) Height; and
 - d) Type and size of letter that will be used.
3. **Detailed elevations** showing where the sign will be located.

Also

3. If the applicant is not the owner of the subject lands, the written authorization of the owner is required.
4. This application requires a sworn declaration by the applicant/agent that the information contained herein is true.