



Town of Fort Erie

SIGN APPLICATION FOR MINOR VARIANCE

INFORMATION ON THIS FORM WILL BE USED BY THE TOWN OF FORT ERIE IN THE PROCESSING OF THIS APPLICATION. THE INFORMATION AS WELL AS SUPPORTING STUDIES AND REPORTS MAY BE USED BY OTHER DEPARTMENTS AND AGENCIES FOR THE PURPOSE OF ASSESSING THE PROPOSAL AND PREPARING COMMENTS. THIS INFORMATION MAY ALSO BE RELEASED TO THE PUBLIC

2023

Planning and Development Services
The Corporation of the Town of Fort Erie
Municipal Centre
1 Municipal Centre Drive
Fort Erie, Ontario L2A 2S6

<p>FOR OFFICE USE ONLY</p> <p>File # _____</p> <p>Property: _____</p> <p>Date Reviewed: _____ By: _____</p> <p>Date Deemed Complete: _____</p> <p>Date of Hearing: _____</p>	<p>“Date Received”</p>
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IMPORTANT

APPLICANTS SUBMIT THE FOLLOWING WITH THE MINOR SIGN VARIANCE APPLICATION. PLEASE CHECK ALL APPLICABLE BOXES AND SUBMIT WITH YOUR APPLICATION. KEEP COPIES FOR YOUR FILES

SUBMISSION REQUIREMENTS:

- One (1) copy of original application form. The application should be completed by the property owner or authorized agent.
- One (1) copy of sketch (8.5"x 14") drawn to scale, showing the following:
 - The boundaries and dimensions of the subject lands
 - 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 yard lot line, rear yard lot line and the side yard lot lines
 - The current uses on land that is adjacent to the subject land
 - The location, width and name of any roads within or abutting the subject land, indicating whether or not it is an unopened road allowance, a public travelled road, a private road or a right-of-way.
 - The location and nature of any easement affecting the subject land.
- Property owner site access permission form and owner authorization (if applicable)

APPLICATION FEES:

- MINOR VARIANCE APPLICATION FROM SIGN BY-LAW FEE **\$517**
- REGIONAL SIGN BY-LAW APPLICATION (Cheques Payable to The Region of Niagara)

NOTE: APPLICANTS SHOULD REVIEW THIS APPLICATION WITH THE BUILDING DEPARTMENT BEFORE SUBMITTING.

SECTION 1- CONTACT INFORMATION

Name of Applicant: _____
Address: _____
Town/City: _____ Postal/Zip Code : _____
Telephone No.: _____ Cell.: _____
Email: _____

Name of Owner(s) (if different from the applicant): _____
Address: _____
Town/City: _____ Postal/Zip Code : _____
Telephone No.: _____ Cell.: _____
Email: _____

Name of Person who is to be contacted about the application if different than the applicant
(This may be a person or firm acting on behalf of the applicant): _____
Address: _____
Town/City: _____ Postal/Zip Code : _____
Telephone No.: _____ Cell.: _____
Email: _____

Please specify out of the above listed names to whom all communications and/or
correspondence should be sent: _____

SECTION 2 - PRECONSULTATION REQUIREMENTS

Have you pre-consulted with the following?

Town Building Department	<input type="checkbox"/> YES <input type="checkbox"/> NO	DATE: _____
Regional Public Works	<input type="checkbox"/> YES <input type="checkbox"/> NO	DATE: _____
NPCA	<input type="checkbox"/> YES <input type="checkbox"/> NO	DATE: _____
Niagara Parks Commission	<input type="checkbox"/> YES <input type="checkbox"/> NO	DATE: _____
Ministry of Transportation	<input type="checkbox"/> YES <input type="checkbox"/> NO	DATE: _____
Others As Required by Building Department	<input type="checkbox"/> YES <input type="checkbox"/> NO	DATE: _____

SECTION 3 – APPLICATION DETAILS

Minor Variance Requested (i.e To increase the height of a Ground Sign):

Section of Sign By-law to be varied (i.e. Section 6) _____

By-law Provision to be varied (i.e. 6.4) _____

Why is it not possible to comply with the provisions of the Sign By-law?

SECTION 4 – EXISTING SITE DETAILS

PROPERTY LOCATION AND DESCRIPTION:

Municipal Address: _____

Legal description of the lands (Lot & Registered Plan or Concession): _____

Dimensions of the subject Property:

Lot Frontage: _____ Lot Depth: _____ Lot Area: _____

Existing use of the subject property:

Residential Institutional Commercial Industrial Other

Are there any existing signs on the subject property? YES, (please describe below) NO

If yes above please describe all existing signs on the subject property, including any accessory buildings

Existing sign location on the property:

front setback _____ rear setback _____ side setback _____ side setback _____

height of sign in metres _____ dimensions of sign _____

how many sign faces _____ size of sign face(s) in metres² _____

Use a separate sheet, if necessary, to describe additional signs.

SECTION 5—PROPOSED SITE DETAILS

Details of proposed sign? (i.e. New ground sign with lighting erected within required front yard setback)

SECTION 6—HISTORICAL DETAILS

Date of acquisition of the subject property by the current owner: _____

Date of construction of all signs on the subject property: _____

Length of time the existing use of the subject property has continued: _____

SECTION 7—OTHER CURRENT APPLICATIONS

Is the property the subject of a current application for plan of subdivision or consent (severance)?

YES NO If yes, give File Number: _____

SECTION 8 - FOR OFFICE USE ONLY TO BE COMPLETED BY BUILDING STAFF

Has the subject property ever been the subject of an application under The Sign By-Law?

YES NO

Current designation of the subject lands in the Town of Fort Erie Official Plan: _____

Current zoning of the subject lands in the Town of Fort Erie Comprehensive Zoning By-law:

DECLARATION OF APPLICANT OR AUTHORIZED AGENT

THE FOLLOWING DECLARATION ***MUST*** BE SIGNED BY THE APPLICANT OR AGENT IN THE PRESENCE OF A COMMISSIONER FOR THE TAKING OF AFFIDAVITS

I, _____

of the _____
(Town, City or Township)

in the _____
(Region, County or District)

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 by virtue of THE CANADA EVIDENCE ACT.

Dated at the: _____
(Town, City or Township)

in the _____
(Region, County or District)

this _____ day of _____ 20 _____

Signature of Applicant or Authorized Agent

COMMISSIONER:

Declared before me at: _____
(Town, City or Township)

in the _____
(Region, County or District)

this _____ day of _____ 20 _____

A Commissioner, etc.



SITE ACCESS CERTIFICATE
(to be signed by Owner)

I, _____, the owner of the above-noted lands hereby grant

Town of Fort Erie staff permission to enter the subject site (_____) to review and confirm the information provided with the application. (Address)

Proceeding will not commence until this is provided.

Dated at _____ this _____ day of _____ 20_____.
(Town, City or Township)

SIGNATURE OF OWNER

(please print name)
(AFFIX Corporate Seal if applicable)

AUTHORIZATION TO ACT ON BEHALF OF THE OWNER

AUTHORIZATION:

(Must be filled in if Applicant and/or Agent is not the registered Owner of the lands)

I/We, _____ being the registered owner(s) of the lands subject of this application hereby authorize _____
(Name of Person)
of the Town/City of _____
(Town, City or Township)
in the Regional Municipality of _____
(Region, County or District)
to make application on my/our behalf to the Town of Fort Erie for a Minor Variance in accordance with The Town of Fort Erie Fence By-Law As Amended.

Dated at the Town/City of _____
(Town, City or Township)
in the Regional Municipality of _____
(Region, County or District)
this _____ day of _____, 20_____ .

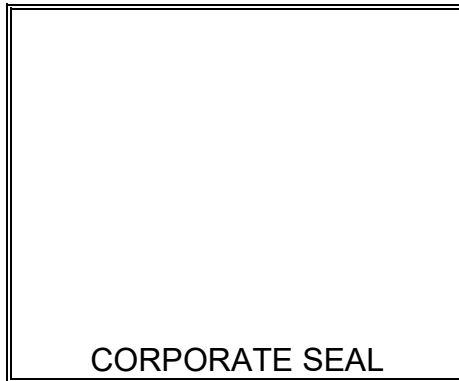
Owner (seal)

Witness

Owner (seal)

Witness

Signature of Applicant or Authorized Agent



NOTE: IF THE REGISTERED OWNER IS A CORPORATION, THE CORPORATE SEAL MUST BE AFFIXED TO THIS FORM IN ADDITION TO THE SIGNATURE OF AUTHORIZED SIGNING OFFICERS.