



Application for Minor Variance to the Town of Ajax Sign By-law
Under the provisions of By-law 27-2009

SIGN

Planning and Development Services
65 Harwood Avenue South
Ajax, ON L1S 2H9

Telephone: 905-619-2529
E-mail: PlanningServices@ajax.ca
www.ajax.ca

For Town Use Only

File Number: _____ **Date of Receipt:** _____

This content is available in alternative formats upon request by contacting 905-683-4550, or ContactUs@ajax.ca.

Personal information contained on this application form is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P.13, as amended and the applicable implementing Ontario Regulations, and will be used to evaluate this application. Questions about the collection of personal information should be directed to the Records Manager/FOI Coordinator, by contacting 905-683-4550 or Privacy@ajax.ca.

1. Submission Requirements

Information Requirements

All submission materials are to be submitted in PDF format to PlanningServices@ajax.ca.

- ☐ **Application Form** (completed and signed)
- ☐ **One (1) copy** of all required drawings below.

Drawing 'A' - Site Plan

- Applicant's name and address
- Owner's name and address
- Location of proposed sign on the site
- Title and number of drawings
- Dimensions (metric and imperial acceptable)
- Directional symbol/north arrow

Drawing 'B' – Construction Drawing

- Type of material to be used
- Colours of the sign materials
- Specification details (if necessary)
- Details of lettering and any accent material (if proposed)

Drawing 'C' – Elevation Drawing

- Detail sketch of the proposed sign
- Dimensions of the proposed sign

Note: Some of the above drawings may be combined, depending on the complexity and scale of the sign.

- An application fee, in accordance with the *Planning Act User Fees and Charges Section* of the Town of Ajax Fees and Charges By-law, as amended. Payments can be made by cash, cheque or money payable to the Town of Ajax. Electronic payment options are also available (additional costs may apply)

- **Fee Submitted:** \$ _____

Fees (under the authority of the Planning Act User Fees and Charges By-law, as amended)

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 the 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.

Additional costs for advertising may be charged where it is not possible or appropriate for public notice of an application to be placed on the Community Page of the Ajax News-Advertiser.

The applicant will be responsible for the costs to the Town of appearing in support of the application at hearings of the Ontario Land Tribunal or Environmental Assessment Board.

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.

Refund Policy (under the authority of the Planning Act User Fees and Charges By-law, as amended)

A refund of Town of Ajax Application fees will be calculated as follows:

- Where an application is withdrawn after a file has been opened, but before it has been circulated: 90%
- Where an application is withdrawn after a file has been circulated, but before it has been considered at a public meeting: 50%
- Where an application is withdrawn after the file has been considered at a public meeting: No refund

2. Contact Information

Owner (as shown on the most recent tax bill or property deed):

Organization Name (if applicable): _____

Owner Name: _____

Mailing Address (with City and Postal Code): _____

Telephone Number: _____ E-mail Address: _____

Applicant or Primary Contact (if Owner is a company and not an individual)

Organization Name (if applicable): _____

Applicant Name: _____

Mailing Address (with City and Postal Code): _____

Telephone Number: _____ E-mail Address: _____

Other:

Organization Name (if applicable): _____

Other Name (please specify): _____

Mailing Address (with City and Postal Code): _____

Telephone Number: _____ E-mail Address: _____

Correspondence relating to this application should be sent to (select one only):

☐ Owner ☐ Agent or Primary Contact ☐ Other

The applicant is:

☐ Owner ☐ Lessee of Land or Tenant ☐ Prospective Owner

Letter of Authorization

If the applicant/primary consultant is not the Owner, the Owner **must** provide authorization to permit the applicant/primary contact to act on their behalf.

☐ A separate Letter of Authorization is attached.

Owner's Signature

Date

3. Subject Property Information

Location Information

Municipal Address: _____

Legal Description (Lot, Part, Block, Plan, Concession, Township, etc.):

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Assessment Roll Number (ARN): _____

Parcel Identification Number (PIN): _____

Description of Proposed Sign:

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4. Affidavit and Sworn Declaration of Owner or Applicant/Agent

I agree that this application and all submission material submitted in support of this application may be made available for public review, pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.

I agree to reimburse the Town of Ajax for any costs associated with the peer review of any studies or drawings submitted in support of this application and for any costs associated with the preparation of studies required to evaluate the application by qualified consultants. I further agree to reimburse the Town of Ajax for any costs associated with the Town appearing in support of the application at hearings of the Ontario Land Tribunal.

I hereby certify that all statements contained within this application are true and agree to allow Town staff, or their representatives, reasonable access to the subject property, to carry out any inspections, tests, and investigations as may be required.

Signature of Owner/Applicant/Agent

Print Name

Dated this _____ day of _____, 20 ____.

Declared before me at the _____ of _____

in the _____ of _____

this _____ day of _____, 20 ____.

Commissioner of Oaths