



Hamilton

**Planning and Economic Development**  
City Hall, 5th Floor  
71 Main St. W., Hamilton, ON L8P 4Y5  
Phone: (905) 546-2424 ext. 1355  
Email: [planningapps@hamilton.ca](mailto:planningapps@hamilton.ca)

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

**1. APPLICANT INFORMATION**

NAME	ADDRESS	CONTACT INFORMATION
Registered Owner*		Phone:
		Email:
Tenant / Occupant		Phone:
		Email:
Agent		Phone:
		Email:
<b>All correspondence should be sent to (check one):</b>		
<input type="checkbox"/> Owner <input type="checkbox"/> Tenant / Occupant <input type="checkbox"/> Agent		

\* If a numbered company, provide name and address of principal Owner(s).

**2. PROPERTY INFORMATION**

**2.1** Legal Description of the subject lands.

Municipal Address			
Former Municipality			
Lot		Concession	
Registered Plan Number		Lot(s) / Block(s)	
Reference Plan Number(s)		Part(s)	

**2.2** Property details.

Frontage (metres)	Depth (metres)	Area (hectares)

2.3 Encumbrances

Are there any mortgagees, holders or charges, or other encumbrances affecting the subject lands?

Yes       No

If yes, provide names and addresses.

2.4 Date of acquisition of subject lands.

2.5 Existing use of the subject lands.

2.6 Length of time the existing uses of the subject lands have continued.

2.7 Existing uses of abutting properties (both sides, front and rear).

2.8 Current Official Plan designation of the subject lands?

2.9 Current Zoning of the subject lands?

2.10 Date of placement of existing signs (if any).

2.11 Particulars of all existing signage on the subject lands (in metric).

<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>

If more than 4 signs exist on the property, use a separate sheet to describe the additional signs.

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

Yes       No

If yes, provide details.

### 3. PURPOSE OF THE APPLICATION

3.1 Nature and extent of relief being applied for (include specific sign by-law clauses).

3.2 Particulars of all proposed signage on the subject lands (in metric).

<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>

If more than 4 signs are proposed on the property, use a separate sheet to describe the additional signs.

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

#### 4. AFFIDAVIT OR SWORN DECLARATION

This declaration must be sworn by a Commissioner of Oaths. A Commissioner is available at the following Departments:

- Planning Division, City Hall, 5<sup>th</sup> Floor
- Building Division, City Hall, 3<sup>rd</sup> Floor
- City Clerk's Division, City Hall, 1<sup>st</sup> Floor

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ make oath and say (or 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**.

Sworn (or declared) before me  
at the \_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Owner / Applicant

#### 5. COLLECTION OF INFORMATION

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 Planning Division General Inquiry email at [pdgeninq@hamilton.ca](mailto:pdgeninq@hamilton.ca) or 905-546-2424, ext.1355.

# APPLICATION FOR SIGN VARIANCE SUBMISSION REQUIREMENTS AND INFORMATION

## APPLICATION SUBMISSION REQUIREMENTS:

- Cover Letter** providing a summary of the applications being submitted, including a list of documents included in the submission.
- Application Form** with all applicable sections completed, including the Affidavit signed in the presence of a Commissioner of Oaths.
- Application Fee(s)** are required to be submitted with the application. Please refer to the current City of Hamilton [Planning Division Fee Structure](#), as all fees are subject to change annually.  

Application Fees can be paid by cheque (payable to “City of Hamilton”) or by credit card. All cheques submitted to the Planning Division must be accompanied by a cover letter or [Fee Intake Memo](#) indicating the following: municipal address of the development; the application type, description of the fee, fee amount, and cheque number; Owner / Applicant’s name and contact information; Agent’s name and contact information; and if known, the assigned file number and assigned Planner’s name.
- Plan(s) / drawing(s) showing specifics of the proposed signage** including the dimensions of the subject land, location and setbacks of the proposed signage, location and setbacks of any existing signage, etc.

## CONTACT

To submit an application email [planningapps@hamilton.ca](mailto:planningapps@hamilton.ca).

For general inquiries or questions related to the application, please contact the Planning Division at [pdgeninq@hamilton.ca](mailto:pdgeninq@hamilton.ca) or 905-546-2424 ext. 1355.