



# COMMITTEE OF ADJUSTMENT APPLICATION FOR MINOR VARIANCE (SIGN)

{Chapter 680 (Sign) – City of Kitchener Municipal Code}

**Consultation with City staff is encouraged prior to submission of this application.** Applications must be accompanied by the submission requirements in order to be considered complete. Incomplete applications will not be processed until all information is provided. If you have any questions please call the Planning Division at 519-741-2426.

## MINOR VARIANCE CHECKLIST:

**Submission Number: SG** \_\_\_\_\_ *(to be assigned by staff)*

**Address of the Subject Property:** \_\_\_\_\_

Have you consulted with City Staff prior to submitting this application:

Date of Consultation: \_\_\_\_\_

Planning Staff member consulted / application submitted to: \_\_\_\_\_

**Office Use Only:**

**Date Stamp**

Received:  In person  By mail

Assigned to: \_\_\_\_\_

Deemed complete by: \_\_\_\_\_

## SUBMISSION REQUIREMENTS:

- Application Fee - \$1,165.00 cash or cheque payable to the City of Kitchener (non-refundable)
- 1 original application plus 15 copies** of the completed application form and plans are required; if this application is in combination with an Application for Consent **1 original plus 17 copies** of the completed application form and plans are required. Your Plan cannot exceed 11 x 17 in size and must be folded to letter size and attached to each copy of the application. All applications must be collated and stapled.
- Written authorization by the Owner(s) is required if the application is signed by an agent or solicitor on their behalf.
- Where possible, application forms should be submitted in person to the Planning Division, 6th Floor, 200 King Street West. This will allow the application to be reviewed with staff to identify any possible issues or if further information is required, therefore avoiding unnecessary delays during processing.

## PLANS:

**It is very important to be as accurate as possible – should deficiencies be found, this may delay consideration of your application.**

- The boundaries and accurate dimensions of the subject land.
- The size, location and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear and side lot lines.
- The location, width and name of any roads within or abutting the subject land including driveways and parking spaces.
- Identify any natural features on the subject land (trees, streams, etc.)
- All measurements must be shown *in metric and to scale*.

### For Your Information:

- An application will not be accepted as complete unless all legislated requirements have been met, and will not be processed until all necessary information has been received.
- Committee of Adjustment is a public process. Applications will be circulated to public agencies for comment. Notice of the meeting will be circulated to property owners within 30 metres of the subject property and advertised in the local newspaper. All parties are given the opportunity to provide written comment or attend the meeting, either in support or opposition of the application, or to appeal a subsequent decision of the Committee of Adjustment.
- The owner and/or agent must attend the Committee meeting in support of their application. Information on the meeting date/time will be forwarded to the agent. A deferral fee will apply to applications requiring re-circulation for failure to attend meeting or requesting a deferral.
- This is YOUR application - make sure that you know the exact details of why you are applying. It is your responsibility to provide a complete and accurate application. Staff is available for consultation, but is not permitted to complete the form.



COMMITTEE OF ADJUSTMENT  
APPLICATION FOR MINOR VARIANCE (SIGN)

Submission No. **SG** \_\_\_\_\_

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**Location of the Property:**

Street Address: \_\_\_\_\_

Closest Intersection: \_\_\_\_\_

Legal Description (From Survey or Plan):

Lot (s) No: \_\_\_\_\_ Registered Plan No.: \_\_\_\_\_

Lot (s) No: \_\_\_\_\_ Reference Plan No.: \_\_\_\_\_

Part (s) No: \_\_\_\_\_

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**Name of Registered Owner (s):** \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Other No.: \_\_\_\_\_

Email: \_\_\_\_\_

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**Name of Authorized Agent (s):** \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Other No.: \_\_\_\_\_

Email: \_\_\_\_\_

*Note: Unless otherwise requested, all communications will also be sent to agents.*

1. Nature and extent of relief applied for (what do you want versus what is allowed):  
 e.g. Relief from section 680.11.2 of the Sign By-law to construct a ground supported sign on a lot with a frontage of 10.4 metres rather than the required 15 metres.

2. In your opinion, why should your application be supported?

**Relief from Chapter 680 (Sign) of the Municipal Code**

*Chart must be completed in its entirety*

Development Standard	Required	Proposed/Provided	Variance
Setback			
Lot Width			
Sign Height			
Sign Width			
Size Area (Sq.m)			
Driveway Visibility Triangle			
Corner Visibility Triangle			
Other			
Other			
Other			

3. Sign Information:

Does the sign requiring a variance already exist: Yes  No

Are you removing / replacing an existing sign on the property: Yes  No

Type of Sign requiring a variance:  Banner  Billboard  Canopy  Fascia

Ground  Inflatable  Projecting  Roof  Tower  Other \_\_\_\_\_

Type of lighting:  Internal  External  Automatic Changing Copy  Not Applicable

Does the property have any Heritage Status: Yes  No  If yes, please check below.

Inventory  Listed  Part IV (Individual)  Part V (District)  Easement/Agreement

## ACKNOWLEDGEMENT

I / We understand that receipt of this application by the City of Kitchener - Planning Division does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will go forward to the next possible Committee of Adjustment meeting. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Signature of Owner/Agent \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner/Agent \_\_\_\_\_ Date: \_\_\_\_\_

## AUTHORIZATION

If this application is being made by an agent/solicitor on behalf of the property owner, the following authorization must be completed:

I / We, \_\_\_\_\_, owner of the land that is subject of this application, hereby authorize \_\_\_\_\_ to act on my / our behalf in this regard.

Signature of Owner/Agent \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner/Agent \_\_\_\_\_ Date: \_\_\_\_\_

## AFFIDAVIT

(to be completed *in person* in the presence of a Commissioner of Oaths)

I / We, \_\_\_\_\_, of the Town/City of \_\_\_\_\_,

in the County/Regional Municipality of \_\_\_\_\_, solemnly declare that all of the above 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*.

\_\_\_\_\_  
**Signature of Owner/Agent**

\_\_\_\_\_  
**Signature of Owner/Agent**

**Declared before me at the**

Town/City of \_\_\_\_\_ in the County/Regional Municipality of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

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