



Box 5000, Station 'A'
200 Brady Street, Tom Davies Square
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Tel. (705) 671-2489 Ext. 4376/4346
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SIGN VARIANCE APPLICATION GUIDE

APPLYING FOR A SIGN VARIANCE

A Sign Permit Application **must** be submitted to Building Services prior to submitting an application for Sign Variance.

Variance granting authority in the City of Greater Sudbury is vested in a Variance Official appointed by City Council.

Many of the procedures the Variance Official uses in carrying out their function is controlled by legislation and City by-laws. The processing of applications considered by the Variance Official is performed by an administration which must also adhere to specific legislation requirements.

The Variance Official may only authorize a variance from a requirement of the City's Sign By-law when it has been demonstrated that the criteria set out in Part 9, Subsection 64(6) of the City's Sign By-law have each been satisfied.

DEALING WITH THE APPLICATION

1. **Answer all questions.** Incomplete applications will be returned to the applicant or agent.
2. The application, once processed, will be circulated to officials of the municipality, commissions, agencies, etc. for comments.
3. The decision of the Variance Official will be sent to the registered owner(s), tenants(s) and/or authorized agent.
4. In the event of refusal, the registered owner(s), tenant(s) and/or authorized agent will have thirty (30) days from the date the decision is sent (via e-mail and/or mail) to appeal to the Sign Variance Committee.
5. In the event of refusal, if no appeal is filed within thirty (30) days from the date the decision is sent, a "Final Notice" indicating the decision is final and binding is released.

NOTE: It is only after approval and the fulfillment of conditions of approval (if any), that the Permit Issuer may issue a Sign Permit reflecting the variance. The approval of a variance shall expire upon the earlier of:

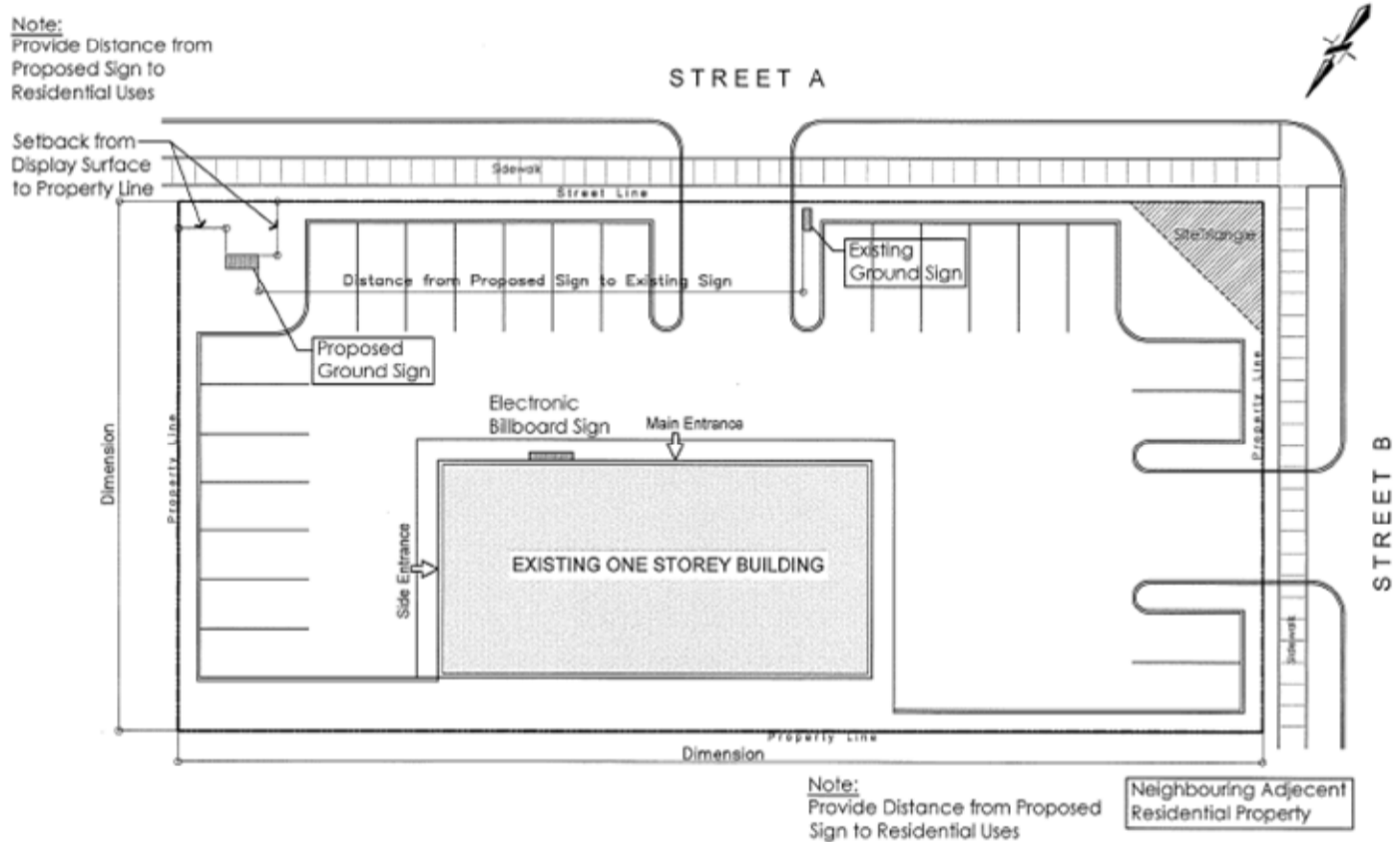
- (a) six (6) months from the date of the issuance of the Sign Permit associated with the variance unless the Sign has been erected in accordance with the Sign Permit; or
- (b) the removal or substantial alteration of the sign has occurred.

REQUIRED SIGN VARIANCE SKETCH INFORMATION

A sketch drawn to scale in **METRIC UNITS** showing the following:

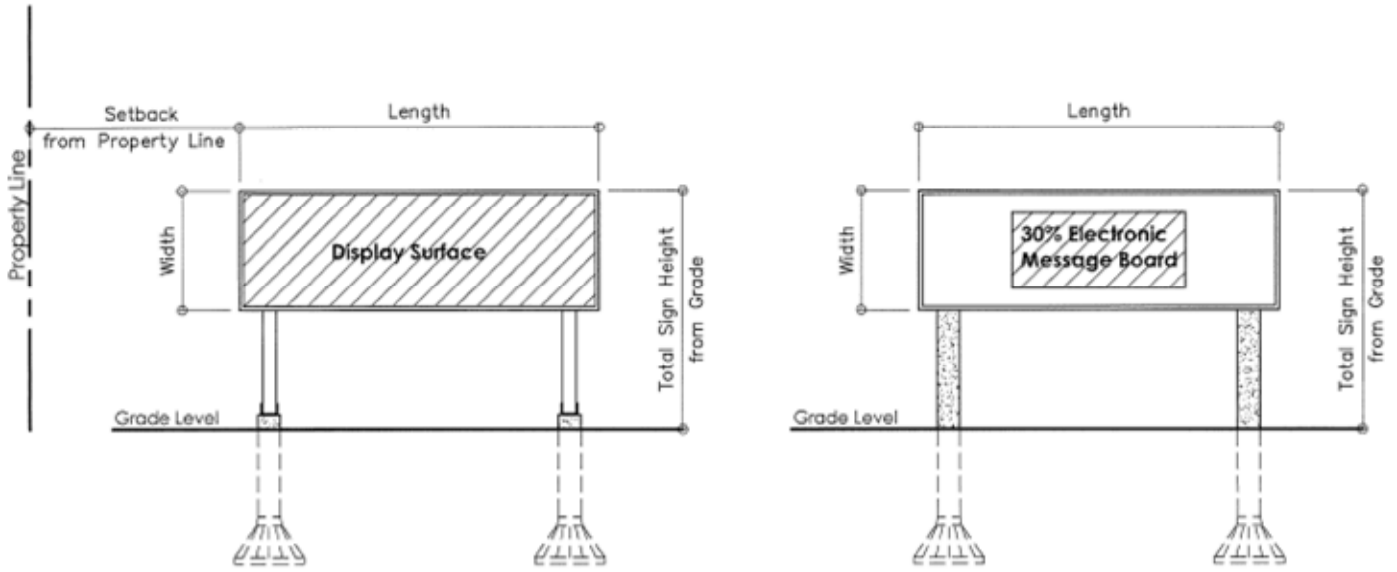
1. The boundaries and dimensions of the subject land.
2. The location, size and type of all existing and proposed signs, indicating the distance from the front yard lot line, rear yard lot line and all side yard lot lines. **Measurements must be in metric.**
3. The current uses of the lands adjacent to the subject land. Measurements providing the distance from the subject land to residential zoned lands must be provided.
4. The location, width and name of any roads within or abutting the subject land.
5. If a height variance is required, elevation drawings for all sides indicating height, grade, and if on a building all windows and door openings must be provided. **Measurements must be in metric.**

SIGN VARIANCE SKETCH SAMPLES



GROUND SIGNS

Sample Site Plan - for Reference Only



Note

All Required Details Listed Below Must be on the Application Drawings or the Application will be Refused and Returned Unprocessed

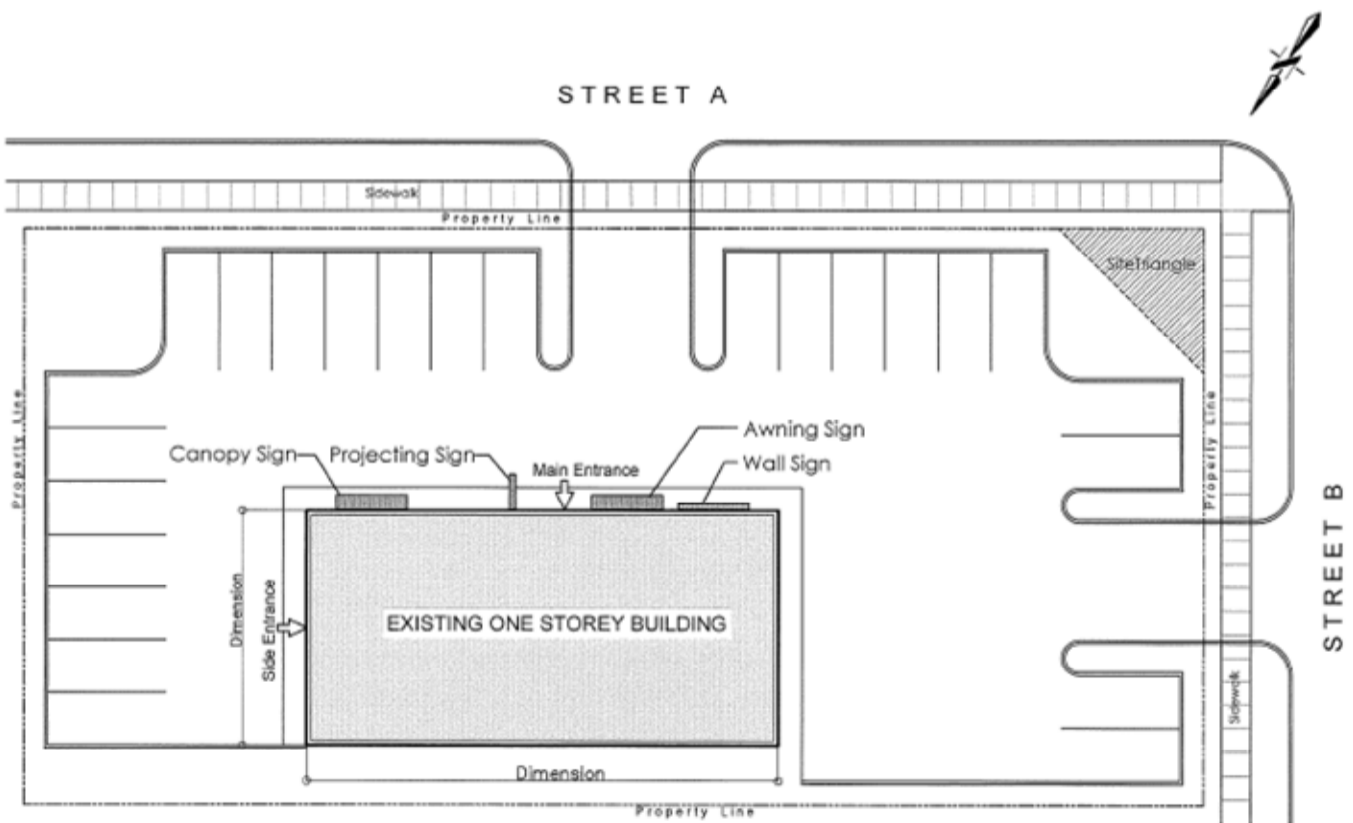
Legend

Denotes Display Area 

Length x Width = Sign Area

GROUND SIGNS

Sample Design Details - for Reference Only

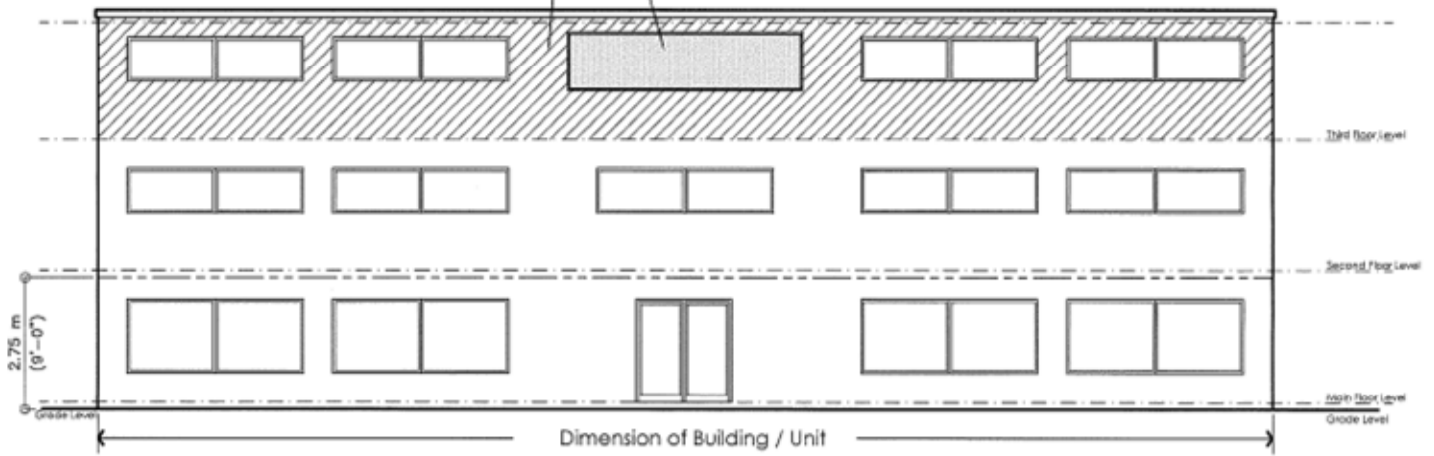


SIGNS ATTACHED TO A BUILDING

Sample Site Plan - for Reference Only

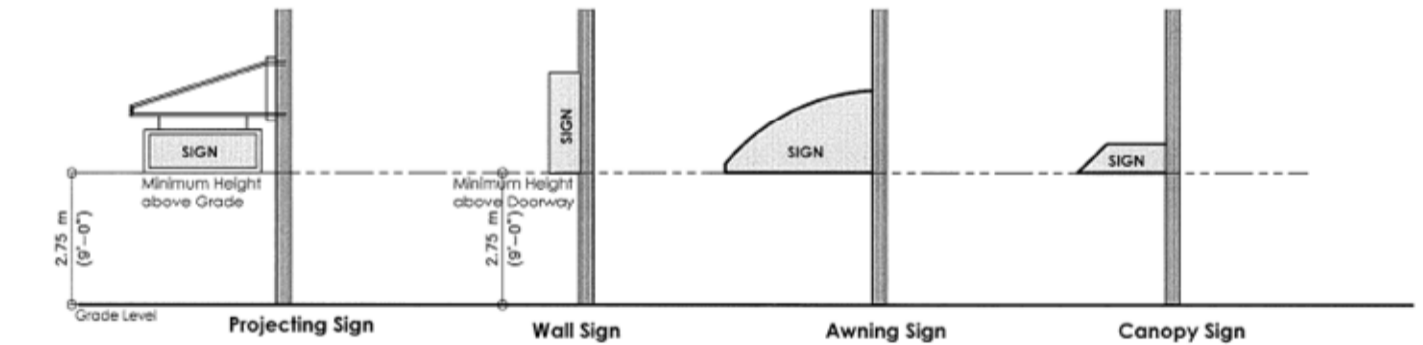
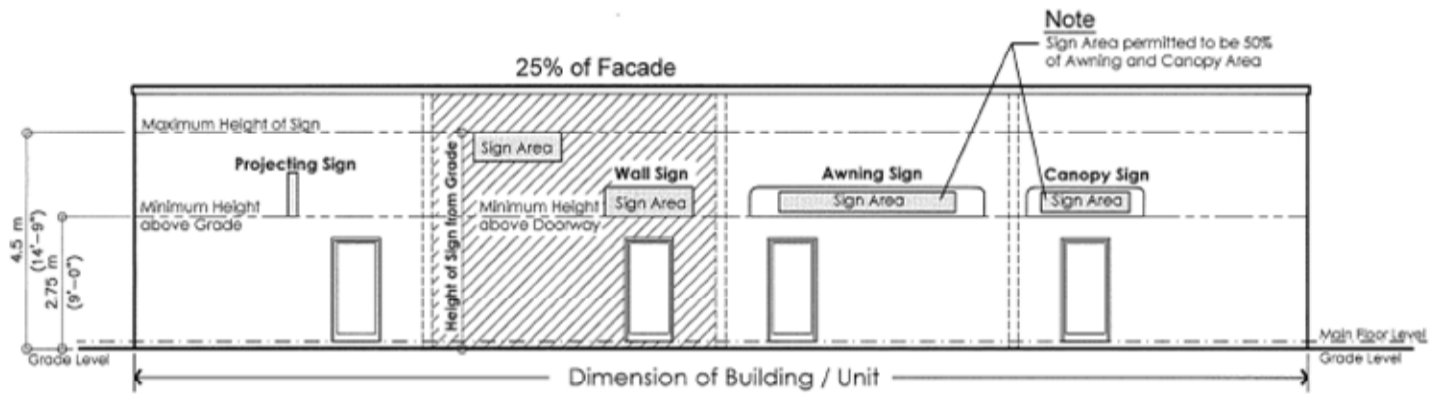


Note:
 Area Sign permitted to be 10%
 of Facade of the Uppermost Storey
 Hatching Denotes Area of
 Uppermost Storey



SIGNS ATTACHED TO A BUILDING

Multi Storey



SIGNS ATTACHED TO A BUILDING

Sample Design Details - for Reference Only



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City of Greater Sudbury

APPLICATION FOR SIGN VARIANCE

APPLICATION FEE: \$830.00

CASH, DEBIT OR CHEQUE MADE PAYABLE TO: CITY OF GREATER SUDBURY

Personal information on this form is collected pursuant to the *Municipal Act, 2001, S.O. 2001, c.25.* Any questions regarding the collection of this information may be directed to the Manager of Development Approvals.

1. The undersigned hereby applies to the Sign Variance Official of the City of Greater Sudbury, under Part 9, Section 64 of By-law 2021-111, for relief, as described in this application, from the Sign-By-law, as amended.

Registered Owner(s):	Email:
Mailing Address:	Home Phone:
	Business Phone:
City:	Fax Phone:
Postal Code:	

2. Name of Tenant(s) : _____ Email: _____

Mailing Address:	Home Phone:
	Business Phone:
City:	Fax Phone:
Postal Code:	

3. If the application will be represented by someone other than the registered owner(s) and/or the application is prepared and submitted by someone other than the registered owner(s) please specify.

Name of Agent:	Email:
Mailing Address:	Home Phone:
	Business Phone:
City:	Fax Phone:
Postal Code:	

Note: Unless otherwise requested, all communication will be sent to the agent, if any.

4. Current Zoning By-law designation: _____

5. Legal Description (include any abutting property registered under the same ownership).

PIN(s):	Township:	Ward:
Lot No.:	Concession No.:	Parcel(s):
Subdivision Plan No.:	Lot:	Reference Plan No.:
Municipal Address or Street(s):		
Part(s):		

6. a) Nature and extent of relief applied from the Sign By-law for which the application is being made. **Measurements must be in metric.**

Variance To	By-law Requirement	Proposed	Difference

b) Description of Proposal:

c) Explain why the proposal cannot comply with the provisions of the Sign By-law by completing the following table:

Sign Variance Criteria	Explanation:
Do the variance(s) maintain the general intent and purpose of the City's Sign By-law?	
Would approval of the variance(s) adversely affect public safety?	
Would approval of the variance(s) adversely affect adjacent properties?	
Would approval of the variance(s) alter the character of the area where the sign is to be located?	

<p>Would approval of the variance(s) be contrary to the public interest?</p>	
<p>Are the variance(s) being sought significant in nature?</p>	
<p>Would approval of the variance(s) have regard for any design guidelines or other policies of the City related to area character?</p>	
<p>Are there any special circumstances or conditions applicable to the lands or building(s) where the sign is proposed to be erected that are not shared by others similar lands or buildings or any special circumstances or conditions on the lands that were not created by the applicant?</p>	
<p>Would strict application of the provisions of the City's Sign By-law create practical difficulties or unusual hardship for the applicant?</p>	

7. Dimensions of land affected.

Frontage _____ (m) Depth _____ (m) Area _____ (m²) Width of Street _____ (m)

8. Particulars of all buildings:

Ground Floor Area: _____ (m²)
 Gross Floor Area: _____ (m²)
 No. of storeys: _____ (m)
 Width: _____ (m)
 Length: _____ (m)
 Height: _____ (m)

9. Particulars of all signs on or proposed for the subject lands:

	<u>Existing</u>	<u>Proposed</u>
Type:		
Sign Face Height:	(m)	(m)
Sign Face Width:	(m)	(m)
Sign Area/Face:	(m ²)	(m ²)
Total Sign Height:	(m)	(m)

10. Location of all signs on or proposed for the subject lands (specify distances from side, rear and front lot lines).

	<u>Existing</u>	<u>Proposed</u>
Type:		
Front:	(m)	(m)
Rear:	(m)	(m)
Side:	(m)	(m)
Side:	(m)	(m)

11. Date of acquisition of subject land: _____

12. Date of placement of existing sign(s) (if any): _____

13. Existing use of the subject property: _____

14. Existing uses of abutting properties (Please provide the use on both sides, front and rear): _____

15. Length of time the existing uses of the subject property have continued: _____

16. Has the owner previously applied for a sign variance in respect to the subject property? ; Yes ; No

If "yes", describe briefly _____

OWNER ACKNOWLEDGEMENT AND CONSENT

I/We _____, being the registered owner(s) of the property described as

hereby appoint and authorize _____ to act as my/our agent with regard to Application(s) to the Sign Variance Official concerning the above mentioned property and, without limiting the generality of the foregoing, authorize the said agent(s) to sign and file the necessary application(s), receive all correspondence, attend at the hearing, if required, fulfill any conditions with respect thereto.

AND, I/we do hereby ratify, confirm and adopt as my/our own, the act(s), representation(s), reply (replies) and commitment(s) made on my/our behalf by the said agent(s);

AND, I/we, for the purposes of the **Municipal Freedom of Information and Protection of Privacy Act**, hereby authorize the said agent(s) to provide any of my/our personal information that will be included in this (these) application(s) or collected during the processing of same;

AND, I/we, for the purposes of the **Municipal Freedom of Information and Protection of Privacy Act**, hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the **Planning Act** for the purpose of processing this (these) application(s).

Dated this _____ of _____, 20_____

(Signature of the owner(s), or where the owner is a firm or corporation, the signature of an officer of the owner)

(Where the owner is a firm or corporation, please type or print the full name of person signing)

NOTES:

If the owner is a firm or corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the firm or corporation (or alternatively, the corporate seal shall be affixed hereto).

SWORN DECLARATION

I/We, _____ (please print all names),
the registered owner(s) or authorized agent of the property described as _____

in the City of Greater Sudbury:

solemnly declare that all of the statements contained in this application and in the Supporting Documentation are true and complete, and I/we 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**,

hereby, grant permission to employees and or agents for the City of Greater Sudbury to attend, photograph and conduct inspections of the lands subject to this application as part of their review and processing of the application.

Dated this _____ day of _____, 20 _____

Commissioner of Oaths

Signature of Owner(s) or Authorized Agent

NOTES:

If the agent is a firm or corporation, specify whether all members of the firm or corporation are appointed or, if not, specify by name(s) the person(s) of the firm or corporation who is (are) appointed.

FOR OFFICE ONLY

Form section with fields for Date of Receipt, Decision Date, Received By, Resubmission status, Previous File Number(s), Previous Hearing Date(s), and a large area for Notes.