



SIGN BY-LAW VARIANCE APPLICATION FORM

For approval of applications in accordance with the City's Sign By-Law ([By-law 52-09](#), as amended).

MATERIALS ATTACHED:

1. **General Information and Requirements**
 2. **Plan Requirements and Supporting Documentation**
 3. **Sign By-law Variance Application Form**
 4. **Application and Processing Fees**
 5. **Sign By-law Variance Application Process Flowchart**
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GENERAL INFORMATION

Persons seeking approval for a variance/amendment to the City's Sign By-Law [By-Law 52-09](#), as amended) must submit a Sign By-Law Variance Application to the Planning and Infrastructure Department. In considering the application, the City shall have regard for the following:

- a) special circumstances or conditions applying to the land, building, or use referenced in the application;
- b) whether strict application of the provisions of [By-Law 52-09](#), as amended, in the context of special circumstances applying to the land, building or use would result in practical difficulties or unnecessary and unusual hardship for the applicant that is inconsistent with the general intent and purpose of the by-law;
- c) whether such special circumstances or conditions are pre-existing and not created by the property owner or applicant; and,
- d) whether the sign that is subject of the application will alter the essential character of the general area or premises in which the sign is proposed to be located, erected, or displayed.

Prior to submitting a Sign By-Law Variance Application, applicants are required to contact By-Law Services to determine whether the proposed signage is in compliance with the provisions of the City's Sign [By-Law 52-09](#), as amended.

Applicants are also **REQUIRED** to contact the Planning and Infrastructure Department – Development Planning Division prior to formal submission of a Sign By-law Variance Application in order to clarify any issues or concerns related to their particular proposal and/or the processing of their application. Completed applications should be submitted to:

Mailing Address:

Planning and Infrastructure Department
City of Richmond Hill
 225 East Beaver Creek Road, 4th Floor
 Richmond Hill, ON L4B 3P4

PLAN REQUIREMENTS

The following plans/supporting documentation are to be provided as part of a complete Sign By-law Variance Application:

Site Plan (2 copies)

- showing the exact location of both existing and proposed signs.

Sign Design Plan (2 copies)

- showing sign dimensions, sign area, construction materials, illumination details and colour(s).

Elevation Plan (2 copies)

- showing the location of both existing and proposed sign(s) on the building or structure

Photographs (2 copies)

- **FOR PROPOSED GROUND SIGNS ONLY.** Where possible, applicants should superimpose a picture of the proposed sign(s) showing **ALL SIGN FACES TO SCALE** and approximate location.

- NOTES: (1) EXISTING ILLEGAL SIGNS THAT REQUIRE A VARIANCE AND HAVE BEEN ERECTED WITHOUT A SIGN PERMIT WILL RESULT IN THE PAYMENT OF AN ADDITIONAL ADMINISTRATION FEE BEING APPLIED ALONG WITH ALL OTHER APPLICABLE FEES ASSOCIATED WITH THE APPLICATION.**
- (2) ADDITIONAL INFORMATION MAY BE REQUIRED AT THE REQUEST OF THE CITY.**
- (3) THE COMPLETED APPLICATION FORM MUST BE SIGNED BY THE OWNER OF THE PROPERTY. ALTERNATIVELY, A LETTER FROM THE OWNER AUTHORIZING THE APPLICATION MUST BE SUBMITTED TO THE CITY.**

In order to avoid processing delays, please ensure that:

- all of the information provided on the submitted drawings is adequate and complete. Incomplete applications **WILL NOT** be accepted for processing;
- all measurements on the submitted plans are required to be depicted in **METRIC**;
- the minimum number of **FULL SIZE** copies of each required plan are provided; and,
- all submitted plans are to be folded to either letter size (i.e. 8.5 by 11 inches) or legal size (i.e. 8.5 by 14 inches) with title block showing. It should be noted that **UNFOLDED PLANS WILL NOT BE PROCESSED.**

SIGN BY-LAW VARIANCE APPLICATION FORM

APPLICANT INFORMATION

Registered Property Owner (name in full):

Company (if applicable):

Address:

Municipality:

Province:

Postal Code:

Telephone:

Fax:

E-mail:

Applicant Name (in full):

Company (if applicable):

Applicant is:

Owner Agent Solicitor Planning Consultant Architect Contractor Tenant Other:

Address:

Municipality:

Province:

Postal Code:

Telephone:

Fax:

E-mail:

PROPERTY INFORMATION

Municipal Address:

Legal Description:

Existing Land Use(s):

Lot Area (ha):

Frontage (m):

Depth (m):

PROPOSED SIGN SPECIFICATIONS

SIGN ID	SIGN TYPE	SIGN AREA (m ²)	DIMENSIONS (m)	SIGN SETBACK(S) FROM PROPERTY LINE(S) (FOR GROUND SIGNS ONLY (m)

NATURE AND EXTENT OF VARIANCE REQUESTED

SIGN ID	DESCRIPTION OF RELIEF REQUIRED (i.e. SIGN AREA, SIGN HEIGHT)	PERMITTED	PROPOSED (BASED ON SUBMITTED DRAWINGS)	SECTION(S) OF BY-LAW REQUIRING VARIANCE

REQUEST JUSTIFICATION

In accordance with Part 14 of By-Law 52-09, as amended, why is it not possible to comply with the by-law?

NOTE: 'SIGN ID' REFERS TO AN IDENTIFIER (i.e. A, B; i, ii; 1, 2) THAT MUST BE USED TO DIFFERENTIATE MULTIPLE SIGNS REQUIRING A VARIANCE. SIGNS MUST ALSO BE LABELLED WITH THIS IDENTIFIER ON ALL SUBMITTED PLANS.



SUBMISSION REQUIREMENTS CHECKLIST

PLEASE CHECK ITEMS SUBMITTED WITH THE APPLICATION

	A completed Sign By-Law Variance Application Form (1 copy)
	Site Plan - showing exact location of existing and proposed signs (2 copies)
	Sign Design Plan - showing sign dimensions, sign area, construction materials, illumination details, and colour (2 copies)
	Elevation Plan(s) - showing the location of existing and proposed sign(s) on the building or structure (2 copies)
	Photographs (FOR PROPOSED GROUND SIGNS ONLY) - showing the proposed sign location. Where possible, superimpose a picture of the proposed sign(s), showing all sign faces to scale and their approximate location. (2 copies)

AUTHORIZATION OF REGISTERED OWNER(S)

I, _____ of the _____ in the _____ of _____ solemnly declare that all of the above statements contained within the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

I/We, _____, being the registered owner(s) of the subject lands, hereby authorize _____ to prepare and submit this application for approval.

I/We, _____, being the registered owner(s) of the subject lands, hereby authorize and provide consent to municipal and relevant external agency review staff to enter upon the subject lands during regular business hours over the time that the application(s) is/are under consideration by the City of Richmond Hill.

Signature of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____

“Notice of Collection”

“The information collected on this form is authorized under the *Planning Act R.S.O. 1990* as amended, c. P.13,. All information is considered to be available to the members of the PUBLIC upon demand. This practice is in accordance with the principles contained in the *Municipal Freedom of Information and Protection of Privacy Act*.”

OFFICE USE ONLY

File Number:
 D22- _____

Related File Number:
 D01- _____
 D02- _____
 D03- _____
 D04- _____
 D05- _____
 D06- _____

Date Received:

Date Completed:

Amount Paid: \$

Checked by:

Planner Assigned:

Development Process Coordinator:



2023 APPLICATION AND PROCESSING FEES			
SIGN BY-LAW VARIANCE			
	Sign By-Law Variance Application Fee		\$ 2,095
	First Notice Sign		\$ 376
	Additional Notice(s)	# of notices _____ x \$134	\$
	Re-Application		\$ 1,052
SIGN BY LAW AMENDMENT			
	Application Fee		\$ 2,095
	Advertising Fee (including HST)		\$ 696
	First Notice Sign		\$ 376
	Additional Notice(s)	# of notices _____ x \$134	\$
	Re-Application Fee		\$ 1,052
ADMINISTRATION FEE			
	Administration Fee (for processing an application for existing illegal sign)		\$ 1,291
TOTAL \$			
ALL FEES EFFECTIVE JANUARY 1, 2023, IN ACCORDANCE WITH BY LAW 83 22 (NON REFUNDABLE) ALL CHEQUES TO BE MADE PAYABLE TO THE CITY OF RICHMOND HILL			
NOTE: A RE-APPLICATION FEE AND/OR FILE MAINTENANCE FEE SHALL APPLY TO AN APPLICATION THAT HAS BEEN DORMANT FOR ONE (1) YEAR OR FOR OWNER INITIATED MODIFICATIONS OR REVISIONS TO AN APPLICATION CIRCULATED FOR REVIEW AND COMMENT.			

SIGN BY-LAW VARIANCE APPLICATION PROCESS

