



APPLICATION FOR SIGN VARIANCE (MUNICIPAL CODE CHAPTER 680)

OR SIGN BY-LAW AMENDMENT

Planning and Housing Policy Division – 200 King Street West, 6th Floor
P.O. Box 1118, Kitchener ON N2G 4G7
519-741-2426; planning@kitchener.ca

CHECK ONE:

☐ Sign Variance

☐ Sign By-law Amendment

SUBMISSION NUMBER: SVA _____

(To be assigned by staff - if application is for a sign by-law amendment, leave blank)

1. SUBJECT PROPERTY

a) Municipal address: _____

b) Closest intersection: _____

c) Legal description of subject property from survey or plan:
(include lot & registered plan number and parts on reference plan)

d) Have you previously consulted with staff on this application? If yes, who: _____

2. NATURE AND EXTENT OF RELIEF APPLIED FOR (what you want vs. what is allowed)

Example: Requesting relief from Section 680.11.2 of the City of Kitchener Municipal Code – Chapter 680 (Signs) to construct a ground supported sign on a lot with a frontage of 10.5 metres rather than the required 15 metres.

3. IN YOUR OPINION, WHY SHOULD YOUR APPLICATION BE SUPPORTED?

4. SIGN INFORMATION

a) Does the sign requiring a variance already exist? ☐ Yes ☐ No

If no, what is the proposed timeline for installation? _____

b) Type of sign: ☐ Banner ☐ Billboard ☐ Canopy ☐ Fascia ☐ Ground
☐ Inflatable ☐ Projecting ☐ Roof ☐ Other _____

c) Type of lighting: ☐ Internal ☐ External ☐ Automatic Changing Copy ☐ Not Applicable

d) Does the property have heritage status? ☐ Yes ☐ No

If yes, please check type: ☐ Inventory ☐ Listed ☐ Part IV (individual)
☐ Part V (district) ☐ Easement/Agreement

Office Use Only:

Date Stamp

A city for everyone

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5. SUBMISSION REQUIREMENTS

It is recommended to consult with staff prior to submitting your application to identify any possible issues or further information required, therefore avoiding unnecessary delays during processing.

Complete applications must be submitted by email to planning.applications@kitchener.ca (maximum 10 MB).

- ☐ Application form (completed and signed)
- ☐ Copy of survey or detailed drawings, including all information as noted below

6. APPLICATION FEES AND PAYMENT METHODS

- ☐ Sign Variance **\$1,181.00**
- ☐ Sign By-law Amendment **\$3,510.00**

Please indicate which form of payment will be provided:

- ☐ Cash / Debit (in-person only)
- ☐ Cheque (payable to the City of Kitchener)
- ☐ Credit card (we will call you to process payment)

7. PLANS

It is very important to be as accurate as possible.

- ☐ All measurements must be shown **in metric and to scale**.
- ☐ Boundaries and accurate dimensions of the subject land.
- ☐ 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.
- ☐ Location, width and name of any roads within or abutting the subject land, including all driveways and parking spaces.
- ☐ Identify location, setback & distance to parking or pedestrian areas and lot lines.
- ☐ Note location of any other signs on subject property or adjacent lands.
- ☐ Identify any natural features on the subject land (trees, streams, etc.).
- ☐ Elevations (to include dimensions and other relevant information).

8. APPLICATION PROCESS

- Complete and submit application form with the applicable fee to the City of Kitchener Planning and Housing Policy Division.
- Notice of the application will be posted on the city's website.
- All property owners within a 60-metre radius for sign variances or 120-metre radius for sign by-law amendments will receive written notice of the request and be given the opportunity to express comments.
- Planning staff would circulate and receive input from other city divisions deemed to have an interest in the application.
- In cases where the variance request is deemed minor and there are no objections, the process would take approximately 5 weeks to complete.
- Approval may be subject to conditions, which must be fulfilled in order to finalize.
- If there are any objections, staff would attempt to address the concerns or seek a compromise with the applicant.
- If the concerns cannot be resolved, or if staff do not support the requested variance, community members or the applicant would have the opportunity to appeal the staff decision before City Council.
- If in the opinion of the delegated authority, a variance request is deemed worthy of consideration but not minor, the application would be processed as a by-law amendment that would be considered by Council (decision on amendment requests would be final with no further appeal).

9. REGISTERED OWNER(S)

Name(s): _____ Phone: _____
 Company (if applicable): _____ Extension: _____
 Street Address: _____ Email: _____
 City/Province: _____ Postal Code: _____

10. APPLICANT (if different from registered owner)

Name: _____ Phone: _____
 Company (if applicable): _____ Extension: _____
 Street Address: _____ Email: _____
 City/Province: _____ Postal Code: _____

11. AUTHORIZED AGENT (if different from registered owner or applicant)

Name: _____ Phone: _____
 Company (if applicable): _____ Extension: _____
 Street Address: _____ Email: _____
 City/Province: _____ Postal Code: _____

12. AUTHORIZATION

If this application is being made by an applicant/agent that is not the owner of the subject lands, written authorization of the owner is required, as below:

I, _____, owner of the land that is the subject of this application, hereby
 authorize _____ to make this application.

Signature of Owner: _____ Date: _____

13. ACKNOWLEDGEMENT

I understand that receipt of this application by the City of Kitchener - Planning and Housing Policy 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 be processed. 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. I acknowledge that a sign permit is required prior to installation of this sign.

Signature of Owner, Applicant or Agent: _____ Date: _____

14. STATUTORY DECLARATION

I, _____, solemnly declare that:

- a) I am the (please select): ☐ registered owner ☐ applicant ☐ authorized agent
- b) I have personal knowledge of the particulars of this application
- c) All the information and statements given with this application, including drawings and specifications, are true to the best of my knowledge and belief
- d) I acknowledge that submission of this application does not guarantee approval and that no refunds will be issued if the application is withdrawn or refused.

I have read the above and make this solemn declaration conscientiously, believing it to be true, and acknowledge it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Owner/Applicant: _____ Date: _____

Office Use Only:
WORKSHEET - SIGN VARIANCE

1. SUBMISSION NUMBER: SVA _____
2. ADDRESS: _____
3. ZONING/ SPECIAL PROVISIONS: _____
4. USE COMPLIES: _____
5. OFFICIAL PLAN DESIGNATION: _____
6. IS A NEW OCCUPANCY CERTIFICATE REQUIRED?
- ☐ Yes - Conditions? _____ ☐ No – Existing OC# _____

7. PLANNING ANALYSIS:

DEVELOPMENT STANDARD SIGN TYPE: _____	Required:	Proposed or Provided:	Compliance: Yes (✓) No (✗)
Setback			
Lot Width			
Sign Height			
Sign Width			
Size Area (m ²)			
Driveway Visibility Triangle			
Corner Visibility Triangle			
Other			
Other			
Other			

8. RECOMMENDED CONDITIONS OF APPROVAL: _____
- _____

9. CIRCULATION REQUIRED:
- Property Owners ☐ 60 metres
 - Department/Agencies (check all that apply)
 - ☐ Building Division
 - ☐ Environmental Planner
 - ☐ Heritage Planner
 - ☐ Transportation Planning
 - ☐ By-law Enforcement
 - ☐ Region
 - ☐ K-W Hydro
 - ☐ GRCA
 - ☐ MTO
 - ☐ Other _____