



**APPLICATION FOR SIGN VARIANCE (MUNICIPAL CODE CHAPTER 680)  
OR SIGN BY-LAW AMENDMENT**

Planning and Housing Policy Division – 200 King Street West, 6<sup>th</sup> Floor  
P.O. Box 1118, Kitchener ON N2G 4G7  
519-741-2426; [planning@kitchener.ca](mailto:planning@kitchener.ca)

**CHECK ONE:**       Sign Variance       Sign By-law Amendment

*Office Use Only:*

**SUBMISSION NUMBER: SVA** \_\_\_\_\_

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

Date Stamp

**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

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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](mailto: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 <sup>2</sup> )			
Driveway Visibility Triangle			
Corner Visibility Triangle			
Other			
Other			
Other			

8. RECOMMENDED CONDITIONS OF APPROVAL:\_\_\_\_\_

9. CIRCULATION REQUIRED:
 

<ul style="list-style-type: none"> <li>• Property Owners</li> </ul>	<input type="checkbox"/> 60 metres	
<ul style="list-style-type: none"> <li>• Department/Agencies (check all that apply)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Building Division</li> <li><input type="checkbox"/> Environmental Planner</li> <li><input type="checkbox"/> Heritage Planner</li> <li><input type="checkbox"/> Transportation Planning</li> <li><input type="checkbox"/> By-law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Region</li> <li><input type="checkbox"/> K-W Hydro</li> <li><input type="checkbox"/> GRCA</li> <li><input type="checkbox"/> MTO</li> <li><input type="checkbox"/> Other _____</li> </ul>