



APPLICATION FOR MINOR VARIANCE TO THE TOWN OF AJAX SIGN BY-LAW (under the provisions of By-law 27-2009)

SIGN

Planning and Development Services 65 Harwood Avenue South Ajax, ON L1S 2H9

Tel.: 905-683-4550 Fax. 905-686-0360 www.ajax.ca

Table with 2 columns: File Number, Date of Receipt. Header: FOR TOWN USE ONLY

1. Submission Requirements

Information Requirements

- One (1) copy of this application form is to be submitted to the Town of Ajax, Planning and Development Services, 65 Harwood Avenue South, Ajax, Ontario L1S 2H9
One (1) copy of all drawings in accordance with Section 4 of this form.
An application fee, in accordance with the Planning Act Fees and Charges By-law, as amended, payable to the Town of Ajax, is required. Payments may be made by cheque, cash or money order.

(under the authority of the Planning Act Fees and Charges By-law, as amended) Fees Submitted: \$_____

Other Fees

(Under the authority of the "Planning Act Fees and Charges By-law", as amended)

Additional costs for the processing of the application may be charged where studies in support of an application must be reviewed by persons not employed by the Town but retained for the purpose due to an expertise in the area of the study.

Additional costs for advertising may be charged where it is not possible or appropriate for public notice of an application to be placed on the Community Page of the Ajax News-Advertiser.

The applicant will be responsible for the costs to the Town of appearing in support of the application at hearings of the Ontario Municipal Board or Environmental Assessment Board.

The applicant will be required to pay the reasonable legal fees of the Town for the preparation and registration of development agreements when such agreements are required.

Refund Policy

(Under the authority of the "Planning Act Fees and Charges By-law", as amended)

A refund of Town of Ajax Application fees will be calculated as follows:

- Where an application is withdrawn after a file has been opened, but before it has been circulated: 90%
Where an application is withdrawn after a file has been circulated, but before it has been considered at a public meeting: 50%
Where an application is withdrawn after the file has been considered at a public meeting: No refund

2. Contact Information

	Mailing Address	Telephone	Facsimile	E-mail
Owner		()	()	
Applicant		()	()	
Agent or Primary Consultant		()	()	
Other: (specify)				
Correspondence relating to this application should be sent to (select one only): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent or Primary Consultant <input type="checkbox"/> Other		The applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee of Land or Tenant <input type="checkbox"/> Prospective Owner		
If the applicant is not the Owner, the Owner must consent to the proposed application for Minor Variance to the Town's of Ajax Sign By-law <input type="checkbox"/> Separate Letter of Authorization attached		Owner's Signature: Date:		

2. Details of Application

Municipal Address	Lot/Part #	Plan/Concession #	Assessment Roll # & PIN #

Description of Proposed Sign

3. Affidavit and Sworn Declaration of Owner or Application

I hereby certify that all statements contained within this application are true and agree to allow Town staff reasonable access to the property, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect under oath and by virtue of the Canada Evidence Act.

Declared before me at the _____ of _____
in the _____ of _____
this _____ day of _____, 20_____

Commissioner of Oaths

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Signature of Owner or Applicant

Date

Personal information contained on this form is collected under the authority of the Planning Act, RSO 1990, c. P13 and the applicable implementing Ontario Regulation, and will be used to evaluate the Application for Minor Variance to the Town of Ajax Sign By-law. Questions about the collection of personal information should be directed to the Records Manager/FOI Coordinator, 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9, (905) 683-4550, ext. 3343.

REQUIRED DRAWINGS

Drawing 'A' – Site Plan

- Applicant's name and address;
- Owner's name and address
- Location of proposed sign on the site;
- Title and number of drawings;
- Dimensions (metric and imperial acceptable);
- Directional symbol/north arrow

Drawing 'B' – Construction Drawing

- Type of material to be used;
- Colours of the sign materials;
- Specification details (if necessary);
- Details of lettering and any accent material (if proposed).

Drawing 'C' – Elevation Drawing

- Detail sketch of the proposed sign;
- Dimensions of the proposed sign.

Note: Some of the above drawings may be combined, depending on the complexity and scale of the sign.

If you have any comments on the format or content of this application form, please complete a Customer Feedback Form, which is available at Planning and Development Services, Town of Ajax.