



**TOWN OF MIDLAND**  
Application for  
**SIGN BY-LAW VARIANCE/AMENDMENT**

**IT IS RECOMMENDED THAT YOU CONSULT WITH THE TOWN PLANNING AND BUILDING SERVICES PRIOR TO SUBMITTING YOUR APPLICATION.**

**APPLICATION CHECKLIST**

**Please ensure you have completed the following prior to submitting your application:**

Fully complete all sections of the application.

Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.

Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.

Application fee, as set out below, made payable to the Town of Midland:

Sign Variance \$550.00

Sign Variance – Non-Profit Organization \$100.00

Sign Amendment \$1,200.00

Sign Amendment – Non-Profit Organization \$100.00

Sketch or site plan (in metric) in accordance with the requirements of the application form showing the location of the proposed sign(s) on the property.

Drawing of the proposed sign(s) in accordance with the requirements.

Copy of any correspondence, approvals or permits from outside agencies/departments

Sign Variance Committee members and/or Town staff may conduct site inspections of your lands. By submitting this application you are authorizing the Town to access your lands for the purposes of conducting the required site inspection.

You may be required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a Municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the *Planning Act*, the Provincial Policy Statement, and the Town of Midland Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Midland Official Plan. Planning and Building Services will obtain prior authorization to proceed with the Peer Review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for re-submission. We will not hold incomplete applications in our office.

The Staff Report and all written communication received by the Town regarding your application will be included in the Agenda Package for the Sign Variance Committee/Council, as applicable. The Agenda Package is posted on the Town of Midland website the Friday prior to the applicable meeting in the Meeting/Agenda portion of the website. Staff will provide the reports and correspondence in hard copy format on request; otherwise all matters scheduled for Committee/Council consideration will be available on the website.

If you require additional assistance regarding this application please contact Planning and Building Services at:

**Town of Midland  
575 Dominion Avenue  
Midland, Ontario  
L4R 1R2  
(705)526-4275 ext. 2215  
Fax: (705)526-9971**



**TOWN OF MIDLAND**  
Application for  
**VARIANCE TO THE BY-LAW                      AMENDMENT TO THE BY-LAW**

<b>OFFICE USE ONLY</b>	Date of Application:
Application No.: C.    /20	
File Name:	
Civic Address:	
Application Complete: Yes No	Fee Received: Yes No
Property Sign given:	Notice posted:
Date:	Date:
<b>ROLL # 4374-</b> -                      -                      - <b>0000</b>	

Did you consult with the Town Planning and Building Services? Yes                      No  
*If yes, please submit a copy of your completed Consultation Form or Record of Meeting.*

**1. CONTACT INFORMATION:**  
*All communication will be directed to the Primary Contact only.*  
**Primary Contact:**

**a) Registered Owner(s):**  
*(List all owners and contact information if multiple exist)*

Mailing Address:

Home Phone:    Cell Phone:

Business Phone:    Fax:

Email Address:

**b) Agent:**

Mailing Address:

Home Phone:

Cell Phone:

Business Phone:

Fax:

Email Address:

**2. DESCRIPTION OF SUBJECT LANDS:**

**a)** Concession(s):

**b)** Lot(s):

**c)** Registered Plan No.:

Lot(s)/Block(s):

**d)** Reference Plan No. :

Part(s):

**e)** Geographic Township (former municipality):

**f)** Civic Address:

**g)** Dimensions of subject lands:

Frontage (m)	Depth (m)	Area (ha)

**h)** Zoning (current zoning of subject lands):

**i)** Are there any easements or rights-of-way affecting the subject lands?

Yes

No

If yes, indicate and describe the purpose of the easement or right-of-way:

**3. VARIANCE REQUEST (IF APPLICABLE)**

By-law Provision	Required	Proposed	Variance / Relief (difference between Required & Proposed)

**a)** Nature and extent of the relief from the Sign By-law:

**b)** Reasons why the proposed sign cannot comply with the provisions of the Sign By-law:

**4. AMENDMENT REQUEST (IF APPLICABLE):**

a) Nature and extent of the proposed amendment from the Sign By-law:

b) Reasons for the proposed amendment cannot comply with the provisions of the Sign By-law:

**5. PROPOSED SIGN DETAILS:**

**Proposed Sign #1**

Type of Sign

Height:

Width:

Length:

Area:

Proposed Location:

Is the Proposed Sign Illuminated?

**Proposed Sign #2**

Type of Sign

Height:

Width:

Length:

Area:

Proposed Location:

Is the Proposed Sign Illuminated?

a) What are the adjacent land uses:

To the north:

To the south:

To the west:

To the east:

*\* Attach separate sheet if more than 2 signs are proposed*

**6. PLANS REQUIRED:**

Please attach 5 copies of the sketch, site plan or survey **drawn to scale, in metric.**

One copy must be submitted on 8.5" x 11" paper and a digital copy if available in AutoCAD 2008 .dwg and Adobe Acrobat .pdf format shall be submitted.

Minimum requirements will be a sketch showing the following:

The boundaries and dimensions (frontage, depth and area) of the subject land.

The location, size and type of all existing buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.

The approximate location of all topographical, natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.

The current uses on land that is adjacent to the subject land.

The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.

If access to the subject land is by water only, the location of the parking and docking facilities to be used.

If the subject land has lake frontage, label the lake name.

The location and nature of any easement affecting the subject land.

North arrow and scale.

Location and distances from property line of all proposed and existing structures.

**7. AUTHORIZATION BY OWNER:**

*Applicable if an Agent is making this application on your behalf.*

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by -laws.

I (we), \_\_\_\_\_ the undersigned, being the  
*Registered Owner(s)*

Registered Owner(s) of the subject land, hereby authorize \_\_\_\_\_  
*Agent*

to act as my Agent with respect to the preparation and submission of this Application.

Signature of Owner  
*(If Corporation, I have the authority to bind the Corporation)*

Date



**8. FREEDOM OF INFORMATION AND PRIVACY:**

Personal information contained in this form, collected and maintained pursuant to Section 45 of *The Planning Act*, will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Town photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Director of Planning and Building Services at the Town of Midland at (705)526-4275 ext. 2215.

Signature of Owner

Date

Signature of Owner

Date

Signature of Witness

Date

**9. DECLARATION OF OWNER/AGENT:**

***Must be signed by the Owner(s)/Agent in the presence of a Commissioner.***

I \_\_\_\_\_ (Owner(s)/Agent) of the \_\_\_\_\_  
(Town/Township/City) of \_\_\_\_\_ in the \_\_\_\_\_  
County/District/Regional Municipality of \_\_\_\_\_

do solemnly declare that all of the statements contained in this Application are true and I 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*.

Declared before me at the \_\_\_\_\_  
(Town/Township/City) of \_\_\_\_\_ in the County/District/Regional  
Municipality of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

Signature of Owner

Signature of Agent *(if applicable)*

Signature of Commissioner

Commissioner's Stamp

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**Please submit this application to the Town of Midland Planning and Building Services at:**

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575 Dominion Avenue  
Midland, Ontario  
L4R 1R2  
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Fax: (705) 526-9971**