



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 \$800.00
 - Sign Variance – Non-Profit Organization \$120.06
 - Sign Amendment \$1,440.72
 - Sign Amendment – Non-Profit Organization \$120.06
- Electronic copy of the 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.
- Electronic drawing of the proposed sign(s) in accordance with the requirements.
- Electronic copy of any correspondence, approvals or permits from outside agencies/departments

ADDITIONAL REQUIREMENTS

WHERE YOUR PROPERTY FRONTS ON PROVINCIAL HIGHWAY 12 OR HIGHWAY 93

Please be advised that you will need to consult with the Ministry of Transportation (MTO) directly respecting your planning application and may need to obtain a number of permits and/or approvals. Please contact the MTO Corridor Management Officer at 416-235-3509 or access the MTO Highway Corridor Management website at <http://www.mto.gov.on.ca/english/highway-bridges/highway-corridor-management/index.shtml> or <https://www.hcms.mto.gov.on.ca/>. Town approvals and/or permits may be delayed or restricted where MTO permits and approvals have not been obtained.

WHERE YOUR PROPERTY FRONTS ON COUNTY ROAD 93 (NORTH OF HIGHWAY 12) OR COUNTY ROAD 25 (BALM BEACH ROAD)

Please be advised that you will need to consult with the County of Simcoe respecting your planning application and may need to obtain a number of permits and/or approvals. Please contact the County Engineering Technician or access the County website for the required application forms and fees at www.simcoe.ca/dpt/trs/permits. Town approvals and/or permits may be delayed or restricted where County permits and approvals have not been obtained.

PLEASE BE ADVISED

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 *Municipal Act* 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 Town's 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.

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. 2217
General Inquiries: planning@midland.ca
Submission of Application: planningsubmissions@midland.ca

NOTES:

1. The Town is now receiving all applications by electronic submissions. No hardcopy materials are required unless requested by Staff. All electronic materials must be accessible to the Town, must not be password protected, and should be “flattened” so that they can be uploaded to the review system. All completed application forms and accompanying documents should be sent by email to planningsubmissions@midland.ca. Emails can be received up to 50mb in size but the Town will not accept a zip file submission or submissions through Dropbox. The Town can accept submissions through a SharePoint or OneDrive link granting access to download the documents. Additionally, the documents must not be password protected to allow staff the ability to review and provide comments on the plans. Payment of the required fee can be made in the following manner:
 - A cheque can be mailed/couriered to the Municipal Office with the attention to the Planning Department
 - A cheque, debit, or cash payment can be processed in person during regular business hours
 - A cheque contained within an envelope marked with the attention to the Planning Department can be dropped into the mail slot located at the Third Street entrance during or outside of regular business hours



TOWN OF MIDLAND

Application for

VARIANCE TO THE BY-LAW

AMENDMENT TO THE BY-LAW

OFFICE USE ONLY		Date of Application:
Application No.: C. _____		
File Name: _____		
Civic Address: _____		
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Property Sign given: Date: _____	Notice posted: Date: _____	
ROLL # 4374-_____ - _____ - _____ - 0000		

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. PRIMARY CONTACT: _____
All communication will be directed to the Primary Contact only.

2. CONTACT INFORMATION:

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

Registered Owner Contact Name: _____
(If different than that indicated above)

Address Line 1: _____

Address Line 2: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone _____

Business Phone: _____ Fax: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Fax: _____

Email Address: _____

c) Planner: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

d) Surveyor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

e) Solicitor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

f) Engineer: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

3. 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:

4. 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:

5. 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:

6. PROPOSED SIGN DETAILS:

Proposed Sign #1

Type of Sign _____

Height: _____ Width: _____ Length: _____ Area: _____

Proposed Location: _____

Is the Proposed Sign Illuminated? Yes _____ No _____

Proposed Sign #2

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

Type of Sign _____

Height: _____ Width: _____ Length: _____ Area: _____

Proposed Location: _____

Is the Proposed Sign Illuminated? Yes _____ No _____

a) What are the adjacent land uses:

To the north: _____

To the south: _____

To the west: _____

To the east: _____

7. PLANS REQUIRED:

Please include 1 electronic copy of the sketch, site plan or survey **drawn to scale, in metric.**

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.

8. 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

9. 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. 2216.

Signature of Owner

Date

Signature of Owner

Date

Signature of Witness

Date

