



## Sign By-law Variance Application – Information Requirements

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**Town of The Blue Mountains**

**By-law Services Department**

32 Mill Street, Box 310, Thornbury, ON N0H 2P0

519-599-3131 ext. 249 [bylawinfo@thebluemountains.ca](mailto:bylawinfo@thebluemountains.ca)

### **Required at Time of Application:**

1. Completed Sign Variance Application Form
2. Letter of Authorization from owner if applicant is acting as agent of owner
3. Site Plan indicating location of sign from property lines and in relation to other buildings/ structures on the property (if same as Sign Permit Application, please note)
4. Proposed sign graphic details and sign message (drawn to scale) indicating height of letters and sign construction details and material. Also, if applicable, indicate the distance from grade to top of sign, and from grade to top of posts. (If same as Sign Permit Application, please note)
5. Compliance with Grey County Sign By-law for lands abutting County Roads (provide copy of approval)
6. Compliance with Ministry of Transportation (MTO) for lands abutting Highway 26 (provide copy of MTO permit)
7. Minor Variance fee of \$200

### **Please Note:**

Minor Variance applications are processed pursuant to the Town's Sign By-Law available for review on the Town's website at the following link:

[Sign By-Law 2016-71 \(Office Consolidation\)](#)



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The undersigned hereby applies to the Town of The Blue Mountains for relief, as described in this application, from the Sign By-law 2016-71:

### Office Use Only

Variance Application Number: \_\_\_\_\_ Re: Sign Permit Application Number: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Roll Number: \_\_\_\_\_

**Property Address of Proposed Sign:** \_\_\_\_\_  
\_\_\_\_\_

### Nature and Extent of Relief:

By-law Section: \_\_\_\_\_  
By-law Requirement: \_\_\_\_\_  
\_\_\_\_\_

Proposed: \_\_\_\_\_  
\_\_\_\_\_

Extent of Variance: \_\_\_\_\_  
\_\_\_\_\_

By-law Section: \_\_\_\_\_  
By-law Requirement: \_\_\_\_\_  
\_\_\_\_\_

Proposed: \_\_\_\_\_  
\_\_\_\_\_

Extent of Variance: \_\_\_\_\_  
\_\_\_\_\_

By-law Section: \_\_\_\_\_  
By-law Requirement: \_\_\_\_\_  
\_\_\_\_\_

Proposed: \_\_\_\_\_  
\_\_\_\_\_

Extent of Variance: \_\_\_\_\_  
\_\_\_\_\_

Explain in detail your reasons why it is not possible to comply with the provisions of the By-law:

\_\_\_\_\_

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If this is an application for a variance for issuance of a permit for modification or restoration of an existing sign, please provide the following:

Existing Sign Dimension: \_\_\_\_\_

Present Zoning of Subject Land: \_\_\_\_\_

Type of Sign: \_\_\_\_\_

How Long in Existence: \_\_\_\_\_

Reason/Justification for Modification Request (attach any supporting documentation as required):

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**Property Owner Information:**

Owner's Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant's Declaration & Information:**

I, the undersigned do hereby declare that the information included in this application, attached documentation, plans and/or specifications is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Applicant Same as Property Owner, or:

Applicant's Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Applicant:

\_\_\_\_\_  
Date:

Additional Notes or Comments:

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