



**COMMITTEE OF ADJUSTMENT
FOR THE
TOWN OF INNISFIL**

APPLICATION FOR SIGN VARIANCE

Under the Municipal Act, S.O. 2001, c.25

Completeness of the Application:

This application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the Municipal Freedom of Information and Protection of Privacy Act. The personal information on this application is collected under the authority of the Municipal Act, as amended, and will be used for the purpose of processing the application and to determine compliance with the policies and by-laws of the Town of Innisfil. Mandatory information must be provided with the appropriate fee. If the mandatory information and fees are not provided, the application will be returned, or may not be considered until the information and fee have been provided.

The application form also sets out other information that will assist the Committee and others in their evaluation of the application. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision.

Submission of the Application Checklist:

A completed application form (original) is required with all sections completed.

Site Plan Drawing is required showing dimensions of the property, all existing/proposed sign(s) with setbacks to property lines, all existing/proposed buildings with setbacks to property lines, roadways/rail lines, natural features i.e., Trees, location of any easements, and elevation drawings of the existing/proposed sign(s).

The required fee is **\$975.40 (2025 fee)**. Town Staff will email a PayPal link for payment once a complete application is received. Please note that any the decision of the Committee is final. **Where applicable, please note that staff time will be billable to the owner after the Decision has been made and that fees will be invoiced accordingly as per the Town's Fees & Charges By-law.**

Supporting Documentation where applicable.

Please note: Measurements on the application and drawings/plans are to be in metric units.

Please note: The decision of the Committee is final.

For Help:

If you require assistance with this application, please contact Sarah Burton Hopkins,
Secretary-Treasurer to the Committee of Adjustment.

Email – sburtonhopkins@innisfil.ca Telephone - (705) 436-3710

Fax - (705) 436-7120



COMMITTEE OF ADJUSTMENT

Sign Variance Application

For Office Use Only:

Application #: A-____-____ Hearing Date: _____ Receipt #: _____

Application deemed Complete Date: _____

Circulation to LSRCA/NVCA/MTO required Yes No

The undersigned hereby applies to the Committee of Adjustment for the Town of Innisfil under the Municipal Act, S.O.2001, c.25, for relief, as described in this application, from **The Large Sign By-law #. 050-06** (as amended).

1.0 LOCATION OF SUBJECT LANDS

1.1	Street #.	Name of Street/Road
	Concession No	Lot No.
	Registered Plan No.	Lot/Block
	Reference Plan No.	Part No.

2.0 APPLICATION INFORMATION

2.1	Applicant Information		
	Name	Telephone # Home: Business:	Email Address
	Address		
	City	Province	Postal Code
2.2	Owner Information - An owner's authorization is required in Section 8.1 if applicant is not owner		
	Name	Telephone # Home: Business:	Email Address
	Address		
	City	Province	Postal Code

Do you wish to receive correspondence that your agent receives? Yes No

6.0 HISTORY OF THE SUBJECT LAND

6.1 Date of acquisition (purchase) of subject land.

6.2 Date of construction of all buildings and structures on the subject land.

6.3 Existing uses of the subject property.

6.4 Length of time the existing uses of the subject property have continued.

6.5 Existing uses of abutting properties.

6.6 Has the owner previously applied for relief in respect of the subject property? If yes, describe briefly.
Yes No

7.0 AFFIDAVIT OR SWORN DECLARATION

7.1 This must be completed by the Applicant.

I, _____ of the _____
_____ in the _____ make oath and say (or
solemnly declare) that all statements contained in this application are true and conscientiously believing to be true the
information contained in the documents that accompany this application. Furthermore, for the purposes of the Freedom
of Information Act, I authorize and consent to the use by or the disclosure to any person or public body of any
information collected under the Municipal Act for the purposes of processing this application.

Sworn (or declared) before me at the _____ in the _____
_____ this _____ day of _____, 20 ____ .

Commissioner of Oaths

Applicant

8.0 AUTHORIZATION

8.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the
owner that the applicant is authorized to make the application must be included with this form or the authorization set out
below must be completed.

**Authorization of Owner for Agent
To Make the Application**

I, _____ am the owner of the land that is the subject of this application,
and I authorize _____ to make this application on my behalf.

Furthermore, for the purposes of the Freedom of Information Act, I authorize and consent to the use by disclosure
to any person or public body of any information collected under the Municipal Act for the purposes of processing
this application.

Date

Signature of Owner

The Variance Process

Application Submitted

- Ensure that the original has been commissioned. The Town offers this through conference call, please request this service when submitting, if required.
- Ensure that all application fields are completed.
- Ensure that the application contains clear readable drawings/plans with dimensions.
- Ensure that the correct application fee is submitted.
- Ensure that the correct fee for LSRCA and/or NVCA if applicable is submitted.

Notice of Application

- Application is reviewed and processed for circulation. All property owners within 30 metres (100 feet) of the subject lands as well as (Conservation Authority, Building Dept., etc.) are sent a copy of Notice of Application, which briefly outlines nature of application.
- Notices are circulated a minimum of two weeks prior to the actual Hearing date.
- Applicant is responsible for posting a Notice sign on the subject lands at least two weeks prior to the actual Hearing date. The sign will be provided by the Town of Innisfil at no additional charge. Notification when the sign is ready for pick up will be sent to the applicant via email. The sign must be visible and within 2 metres of the street. Once the sign is erected on the subject property a photo of the sign is to be emailed to the Secretary-Treasurer.

Decision

- Committee generally makes decision the day of the Hearing of the application (although a decision can be deferred while more information is gathered).
- The Committee decision is final.

Notice of Decision

- Provided one week after the Decision is made.
- Notice of Decision is circulated to the applicant and to each person or public body that made a written request to be notified.