



**OFFICE USE ONLY**

APPLICATION NO. \_\_\_\_\_

ASSESSMENT ROLL NO. \_\_\_\_\_

DATE LODGED \_\_\_\_\_

**BRANTFORD COMMITTEE OF ADJUSTMENT**

**APPLICATION FOR RELIEF FROM MUNICIPAL CODE SIGN OR FENCE REGULATIONS**

*NOTE: This form is to be completed in duplicate.*

To: Secretary-Treasurer  
Committee of Adjustment  
City of Brantford City Hall  
100 Wellington Square, P.O. Box 818  
BRANTFORD, Ontario  
N3T 5R7

**THIS FORM HAS SIX (6) PAGES  
AND ONE (1) SCHEDULE**

I/We hereby submit an application for relief from the provisions of the following chapter of the Municipal Code:

- Chapter 478 (Signs – Outdoor)
- Chapter 437 (Fences/Gates around Swimming Pools)
- Chapter 438 (Fences – Height – Regulation)

and we enclose the required fee of \$\_\_\_\_\_.

*Permission is hereby granted to municipal staff of the Corporation of the City of Brantford to enter the premises subject to this Application for the purposes of making inspections associated therewith, during normal and reasonable working hours.*

*Under the Planning Act, R.S.O. 1990, c.p. 14 s 1.0.1 all information and material that is required to be provided to the City of Brantford respecting planning applications shall be made available to the public.*

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

**PLEASE PRINT**

**SECTION 1 - APPLICANT INFORMATION**

**1.1** Name of Applicant and Full Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**1.2** Name of Applicant's Agent and Full Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**1.3** Name of Registered Owner of Subject Land and Full Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**1.4** Party who is to be contacted about the application (check one)

Applicant       Agent       Owner

**NOTE:** (a) All registered owners of subject land must sign this application  
(b) Unless otherwise directed, all correspondence, notices, etc., in respect of this application will be forwarded to the Applicant noted above, except where an Agent is employed, such will be forwarded to the Agent.

**SECTION 2 - LOCATION OF LANDS SUBJECT TO THIS APPLICATION**

2.1 Municipal Address (if applicable): \_\_\_\_\_

2.2 Legal Description:

Concession Number(s) \_\_\_\_\_ Lot Number(s) \_\_\_\_\_

Registered Plan Number(s) \_\_\_\_\_ Lot(s)/Block(s) \_\_\_\_\_

Reference Plan Number(s) \_\_\_\_\_ Part Number(s) \_\_\_\_\_

City of Brantford

Description formerly of the Township of Brantford, in the County of Brant?  Yes  No

2.3 Dimensions of subject land: Frontage \_\_\_\_\_

Depth \_\_\_\_\_

Area \_\_\_\_\_

2.4 Are there any easements or restrictive covenants affecting the subject land?

Yes  No If yes, describe the easement or covenant and its effect.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 3 - DESCRIPTION OF RELIEF REQUESTED**

3.1 Describe the nature and extent of relief being requested.

\_\_\_\_\_  
\_\_\_\_\_

3.2 Why is it not possible to comply with the provisions of the Municipal Code?

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4 - CURRENT AND PROPOSED LAND USE**

- 4.1 (a) Current Use of Subject Land: \_\_\_\_\_
- (b) Are there any existing buildings or structures on the subject land?  Yes  No  
*Please identify these buildings and structures on the Exhibits as per Section 7.1 of this form.*
- (c) Are any of the existing buildings to be retained, demolished or otherwise removed?  
\_\_\_\_\_
- 4.2 (a) Proposed Use of the subject land: \_\_\_\_\_  
\_\_\_\_\_
- (b) Are there any buildings or structures proposed to be built on the subject land?  Yes  No  
*Please identify these buildings on the Exhibits as per Section 7.1 of this form.*

**SECTION 5 - EXISTING OFFICIAL PLAN DESIGNATION**

- 5.1 Current Land Use Designation \_\_\_\_\_

**SECTION 6 - EXISTING ZONING**

- 6.1 Current Zoning of the Subject Land \_\_\_\_\_

**SECTION 7 - EXHIBITS AND OTHER SUPPORT DOCUMENTATION**

*The following types of exhibit are normally required by the Committee. Certain exhibits may be dispensed with if the Secretary-Treasurer is satisfied that they are not necessary. You should consult the Secretary-Treasurer in advance of formally submitting an application to determine all information requirements.*

*It is the applicant's responsibility to provide all background information, reports and other materials to satisfy local municipal requirements and to support due regard to Provincial Policy Statements pursuant to Section 3 of the Planning Act.*

- 7.1 PLEASE CHECK THOSE EXHIBITS YOU ARE PROVIDING WITH THIS APPLICATION.  
SEE Schedule "A" for Descriptions of the Types of Exhibits Listed Below

- EXHIBIT 1 - Plot Plan/Boundary Description (2 Copies)**
- EXHIBIT 2 - Plot Plan of Existing Conditions (5 Copies)**
- EXHIBIT 3 - Specifications and Location (3 Copies)**
- EXHIBIT 4 - Photoreduction(s) (1 Copy Each)**
- EXHIBIT 5 - Diskette(s)**
- EXHIBIT 6 - Written Description and Justification**

**7.2** Name and description of all reports and other support documentation you are submitting with this Application. (5 copies each)

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**7.3** Is there any other information that may be useful to the Committee or agencies in reviewing this proposed relief from the Municipal Code Sign or Fence Regulations? If so, explain below or on a separate page.

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**NO APPLICATION SHALL BE DEEMED RECEIVED BY THE SECRETARY-TREASURER UNTIL ALL OF THE PRESCRIBED INFORMATION IS RECEIVED BY HIM, AND AN OFFICIAL ACKNOWLEDGEMENT OF ITS RECEIPT HAS BEEN ISSUED.**

**SECTION 8 - SWORN DECLARATIONS:**

**AUTHORIZATION BY OWNER(S)**

*As owner(s) of the property referred to in this application I (we) authorize and direct that \_\_\_\_\_ shall act on my (our) behalf to do and perform all things necessary with this application. And this shall be your good and sufficient authorization for so doing.*

Dated at \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

**DECLARATION**

I, \_\_\_\_\_, of the \_\_\_\_\_ of \_\_\_\_\_,

*do solemnly declare that all above statements and the statements contained in all of the exhibits transmitted herewith are true, and I make this solemn declaration conscientiously believing it to be true, and knowing it has the same force and effect as if made under oath and by virtue of the "CANADA EVIDENCE ACT".*

DECLARED before me at the \_\_\_\_\_ of

\_\_\_\_\_ in the \_\_\_\_\_ of

\_\_\_\_\_ this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMMISSIONER OF OATHS

**APPLICATION RECEIVED BY THE COMMITTEE OF ADJUSTMENT FOR REVIEW:**

DATE \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

FOR OFFICE  
USE ONLY

**APPLICATION ACCEPTED AS COMPLETE FOR PROCESSING**

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
SECRETARY-TREASURER  
COMMITTEE OF ADJUSTMENT

**SCHEDULE "A"**

**Types of Exhibits Required in Support of Submissions**  
**(Refers to Section 7 of this Application Form)**

- EXHIBIT 1 A survey or plot plan or boundary description sufficient to identify the subject property  
Two (2) copies
- EXHIBIT 2 A plot plan showing the proposed site drawn to a scale of not less than 1 cm = 5 m (1:500) and  
Five (5) copies showing the following information:
- (a) the boundaries and dimensions of the subject property.
  - (b) the location of any easements, deed restrictions, encroachments, or public regulations (other than those of the Zoning Bylaw or Official Plan) which may limit the use of the land.
  - (c) for each existing and proposed building or structure: the type of building or structure; the setback from the front lot line, rear lot line and side lot lines; and the height in metres of the building or structure.
  - (d) the approximate location of all natural and artificial features on the subject lands and on land that is adjacent to the subject lands 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.
  - (e) the current uses on land that is adjacent to the subject land. Indicate the setbacks of buildings and structures on these adjacent properties relative to the lot lines affected by the proposed variance.
  - (f) the location, width and name of any roads within or abutting the subject lands, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way.
  - (g) any proposed subdivision of the property.
  - (h) outline of all areas used and/or to be used for landscaping purposes and the location of all fencing established along the property lines.
  - (i) location and dimensions of off-street parking areas and parking structures, the number of parking spaces to be provided, and ingress and egress to public streets.
  - (j) any pylon signs, fascia signs, light standards, etc., and their location.
  - (k) garbage collection and other outdoor storage areas.
- EXHIBIT 3 (a) Plans showing sign or fence specifications including all size measurements (length, width, height) and all materials to be used in the construction of the sign or fence.  
Three (3) copies (b) For sign bylaw applications, the type, location and size measurements of all other signs on the property. For billboard signs, the location of the proposed sign relative to all other billboard signs within 150 metres.
- EXHIBIT 4 Photoreductions of each plan submitted under Exhibits 2 and 3, reduced to an 8½" x 11" (21.5 cm x 28 cm) format size, of a quality suitable for reproduction. **If the plans were computer generated, in Autocad, copied diskette(s) should be provided as well.**  
One (1) copy
- EXHIBIT 5 Diskette(s)  
One (1) copy
- EXHIBIT 6 Written description of the proposal, indicating applicant's reasons and justification for the application.