

TOWN OF GEORGINA

APPLICATION FOR ZONING BY-LAW AMENDMENT

APPLICATION FORM

AS PER COUNCIL POLICY, ALL TAXES MUST BE PAID TO DATE BEFORE THE PROCESSING OF A ZONING AMENDMENT APPLICATION.

OTHER APPLICATIONS SUBMITTED
(check appropriate space)

FOR OFFICE USE ONLY

_____ AMENDMENT TO OFFICIAL PLAN Date Received: _____

_____ PLAN OF SUBDIVISION/CONDOMINIUM APPLICATION File Number: _____

_____ CONSENT APPLICATION Date Complete (time period begins): _____

1. From the Property Tax Assessment form:
Assessment Roll No.: _____ Lot No.: _____ Conc. No.: _____

Registered Plan No.: _____ Street Address: _____

2. Complete the following and check the line next to the person or firm to whom correspondence should be addressed. Check one line only.

	<i>NAME</i>	<i>ADDRESS / PHONE / EMAIL</i>
<i>APPLICANT</i>		
REGISTERED OWNER		
AGENT OR SOLICITOR		
<i>MORTGAGEE, HOLDER OF CHARGES OR OTHER ENCUMBRANCES</i>		

3. SUBJECT PROPERTY

a) Identify the present use of property: _____

b) Identify the length of time that the existing uses of the subject land have continued: _____

c) Are there any buildings or structures on the subject land? Yes _____ No _____

If Yes, provide the following information:

Type of Building or Structure	Year Built	Front Yard Setback (m)	Rear Yard Setback (m)	Side Yard Setbacks (m)	Height of Building or Structure (m)	Dimensions or Floor Area of Building or Structure (m/m5)

(Use additional page if more space is required)

d) Identify the Proposed Use(s) of the Subject Land: _____

e) Are any buildings or structures proposed to be built on the subject land? Yes _____ No _____

If Yes, provide the following information:

Type of Building or Structure	Front Yard Setback (m)	Rear Yard Setback (m)	Side Yard Setbacks (m)	Height of Building or Structure (m)	Dimensions or Floor Area of Building or Structure (m/m5)

(Use additional page if more space is required)

f) Identify the date the subject land was acquired by the current owner: _____

g) Identify the frontage, depth and area of the subject land:

Frontage (m): _____

Depth(m): _____

Area(m5): _____

h) Identify the method of servicing for the subject property:

Water Supply (state whether existing or proposed):

a. Publicly owned and operated piped water system _____

b. Privately owned and operated individual well _____

c. Privately owned and operated communal well _____

d. Other means (specify) _____

Sewage Disposal (state whether existing or proposed):

- (a) Publicly owned and operated sanitary sewage system _____
- (b) Privately owned and operated individual septic tank and leaching field system _____

- (c) Privately owned and operated communal system _____
- (d) Holding Tank _____
- (e) Privy _____
- (f) Other means (specify) _____

i) Identify the method of storm drainage provided:

- Sewers _____ Ditches _____
 Swales _____ Other means (specify) _____

j) Identify the proposed method of access to the subject land:

Jurisdiction	X	Name of Road
Provincial Highway		
Local Municipal Town Road, maintained year-round		
Local Municipal Town Road, maintained seasonally		
Regional Road		
Right-of-way over privately owned lands		
Privately owned		

* If access to the subject land is by private road or right-of-way, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or year-round.

4. PHYSICAL AND NATURAL FEATURES

The applicant must submit, as prescribed information, a sketch (prepared in metric measurements) showing the following:

- (i) the boundaries and dimensions of the subject land;
- (ii) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
- (iii) the approximate location of all 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;
- (iv) the current use(s) on land that is adjacent to the subject land;
- (v) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- (vi) the location and nature of any easement affecting the subject land; and,
- (vii) a proper metric scale and a north arrow.

Is the sketch attached? Yes _____ No _____

5. ZONING BY-LAW NUMBER 500

- a) Existing Zone Classification: _____

- b) Amending By-law Number (if applicable): _____ Enactment Date: _____
- c) Relevant Provisions: _____

- d) Proposed Zone Classification and Provisions: _____

- e) Explanation of reasons and justification for the rezoning being requested (if not sufficient space, please attach additional information): _____

6. TOWN OF GEORGINA OFFICIAL PLAN

- a) Existing Land Use Designation: _____
- b) Relevant Policies: _____

Note: In the event that the proposed Zoning Amendment requires an amendment to the Town's Official Plan, then an application to amend the Official Plan shall be submitted prior to or concurrently with the subject application.

- c) Amendment Not Required _____ Amendment Required _____
- d) Explanation of Conformity: _____

7. REGION OF YORK OFFICIAL PLAN

- a) Existing Land Use Designation: _____
- b) Relevant Policies: _____

Note: In the event that the proposed Zoning Amendment requires an amendment to the Region of York Official Plan, then an application to amend the Official Plan shall be submitted prior to or concurrently with the subject application.

- c) Amendment Not Required _____ Amendment Required _____
- d) Explanation of Conformity: _____

8. CONCURRENT APPLICATIONS

a) Is the subject land currently the subject of a proposed amendment to the Official Plan for the Regional Municipality of York?

Yes _____ No _____

If **Yes**, please provide the following information:

i) the Official Plan Amendment application file number: _____

ii) the date of submission of the Official Plan Amendment application: _____

iii) the status of the application: _____

If the Official Plan Amendment application has received approval, please attach a copy of the Council/Committee decision on the matter.

b) *Is the subject land the subject of an application for Site Plan Approval, Minor Variance Approval, Consent or Plan of Subdivision approval?*

Yes _____ No _____

Type of Application: _____ Approval: Yes _____ No _____

Type of Application: _____ Approval: Yes _____ No _____

Type of Application: _____ Approval: Yes _____ No _____

Type of Application: _____ Approval: Yes _____ No _____

Please provide the following information:

i) the appropriate application file number(s): _____

ii) the date of submission of the application(s): _____

iii) the status of the application(s): _____

If the application(s) has received approval, please attach a copy of the Council/Committee decision on the matter.

9. EASEMENTS/COVENANTS

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

Yes _____ No _____

b) If **Yes**, describe the easement or covenant and its effect: _____

10. HISTORY OF THE SUBJECT PROPERTY

A. *Has the subject property ever been the subject of an application for Zoning Amendment, Minor Variance Approval, Site Plan Approval, Consent, or Subdivision Approval under the Planning Act?*

Yes _____ No _____ Unknown _____

If **Yes**, please provide the file number and identify the status of the application (attach a copy of the decisions made on the application).

File Number(s): _____

Status of Application(s) (if not sufficient space, please attach additional information) _____

- B. If this application is a re-submission of a previous application, describe how it has been changed from the original application.

11. APPLICATION OF THE PROVINCIAL POLICY STATEMENT

11.1 Table A below lists the features or development circumstances contained in the *Provincial Policy Statement* which came into effect on May 22, 1996. Section 3 of the Planning Act requires that the Municipality have regard to the policy statements when dealing with matters of Provincial Interest. Please complete Table A and submit the information as indicated. If the information is not submitted, it may not be possible to do a complete and proper planning evaluation of the proposed zoning amendment, and the application will not be further processed.

Table A - Features or Development Circumstances

Features or Development Circumstances	Indicate (a) if the circumstance applies; or (b) if the feature is on-site or within 500 metres		If a feature, specify distance in metres from subject land	Potential Information Needs
	Yes (T)	No (T)		
Non-farm development near designated urban areas or rural settlement areas (Policy 1.1)				Demonstrate sufficient need within 20-year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ¹ (Policy 1.1.3)			_____ metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry ² (Policy 1.1.3)			_____ metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry ³ within 1000 metres (Policy 1.1.3)			_____ metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site (Policy 1.1.3)			_____ metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant (Policy 1.1.3)			_____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond (Policy 1.1.3)			_____ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line (Policy 1.1.3)			_____ metres	Evaluate impacts within 100 metres.

1 Class 1 industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.

2 Class 2 industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.

3 Class 3 industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.

Features or Development Circumstances	Indicate (a) if the circumstance applies; or (b) if the feature is on-site or within 500 metres		If a feature, specify distance in metres from subject land	Potential Information Needs
	Yes (T)	No (T)		
Controlled access highways or freeways, including designated future ones (Policy 1.1.3)			_____ metres	Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater (Policy 1.1.3)			_____ metres	Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station (Policy 1.1.3)			_____ metres	Determine possible impacts within 200 metres.
High voltage electric transmission line (Policy 1.3.3)			_____ metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors (Policy 1.3.3)				Will the corridor be protected?
Prime agricultural land (Policy 2.1)				Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.
Agricultural operations (Policy 2.1.4)			_____ metres	Development to comply with the Minimum Distance Separation Formulae.
Mineral aggregate resource areas (Policy 2.2.3.3)				Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations (Policy 2.2.3.2)			_____ metres	Will development hinder continuation of extraction?
Mineral and petroleum resource areas (Policy 2.2.2.2)			_____ metres	Will development hinder access to the resource or the establishment of new resource operations?
Significant Wetlands (Policy 2.3)			_____ metres	Development and site alteration not permitted in significant wetlands; may be permitted on adjacent lands if applicant can demonstrate no negative impacts.
Significant portions of habitat of endangered and threatened species (Policy 2.3)			_____ metres	Development and site alteration not permitted in significant portions of habitat; may be permitted on adjacent lands if applicant can demonstrate no negative impacts.
Significant: fish habitat, woodlands south and east of the Canadian Shield, valleylands south and east of the Canadian Shield, areas of natural and scientific interest, wildlife habitat (Policy 2.3)			_____ metres	Development and site alteration may be permitted within areas or on adjacent lands if applicant can demonstrate no negative impacts.
Sensitive groundwater recharge/discharge areas, headwaters and aquifers (Policy 2.4)				Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected or enhanced.
Significant built heritage resources and cultural heritage landscapes (Policy 2.5.1)				Development should conserve significant built heritage resources and cultural heritage landscapes.

14. Affidavit or Sworn Declaration

I, _____ of the _____ in the _____ make oath and solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application is 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 _____ in the _____ of this _____ day of _____, 20_____.

A Commissioner, etc.

Applicant, Registered Owner or Agent

15. Consent of Owner

I/We _____ being the registered owner(s) of the subject lands, hereby authorize _____ to submit the enclosed application to the Building and Planning Department and to appear on my behalf at any hearing(s) of the application and to provide any information or material required by the Building and Planning Department relevant to the application. I also agree to allow the Town of Georgina, its employees and agents to enter upon the subject property for the purposes of conducting survey, inspection and tests that may be necessary to this application.

Dated at the _____ of _____ this _____ day of _____ 20_____.

Signature of Owner

NOTE TO OWNER:

IF THE APPLICATION IS TO BE PREPARED BY SOMEONE OTHER THAN THE OWNER, AUTHORIZATION SHOULD NOT BE GIVEN UNTIL THE COMPLETED APPLICATION AND ITS ATTACHMENTS HAVE BEEN EXAMINED BY YOU AND APPROVED.

TOWN OF GEORGINA

ON-SITE SEWAGE INSPECTION - APPLICATION REVIEW Zoning Amendment/Official Plan Amendment

LOT _____ REGISTERED PLAN _____
PART _____ REGISTERED SURVEY _____
MUNICIPAL LOT _____ CONCESSION _____
PROPERTY ADDRESS _____
ASSESSMENT ROLL NUMBER _____

PLEASE PRINT

OWNER/AGENT: _____
First Name *Last Name*

TELEPHONE: _____
Business *Home*

MAILING ADDRESS: _____
Street Address *Town/City* *Postal Code*

As part of the planning approval process, your application must be circulated to the Town of Georgina On-Site Sewage Inspector for review. The Ontario Building Code Act allows for the collection of a user fee to pay a portion of the inspection and administration costs.

A fee of \$291.00, payable by cheque or money order to the Town of Georgina, as allowed for by Town see Schedule A of Building By-law 2021-0019, must accompany your application.

A fee is not required ONLY if municipal sanitary sewers are in use on the lot, and the appropriate section of your planning application confirms that the property is municipally serviced. You MUST date and sign the exemption section below.

- *This property is municipally serviced – Exempt.*
- *This property is not municipally serviced – Not Exempt.*

Date

Signature

NOTE: This form and your cheque must accompany the application to be submitted to the Town of Georgina Planning Division.



The Corporation of the Town of Georgina
 26557 Civic Centre Road,
 Keswick, ON, L4P 3G1

www.georgina.ca
 info@georgina.ca
 905-476-4301

Development Charges Certificate

Application File Information			
Application Deemed Complete:	Click or tap to enter a date.	Due Date:	ASAP
Legal Description (address, etc.):			
Application File Number	Local:	Regional:	
Associated ZBA File Number	Local:	Regional:	
Land Owner's name:			
Applicant name:			
Company:			
Company address:			
Municipality:		Postal Code:	
Telephone:		Cell number:	
Email:			

Date Rates Have Been Frozen			
DC Rate Schedule Date:		Reason:	Choose an item.

Proposed Construction Information									
Purpose of application:	<input type="checkbox"/> New construction <input type="checkbox"/> Addition to existing <input type="checkbox"/> Change of use (no floor area added)								
Proposed primary use (use of building):	Choose an item.								
Non-Residential Gross Floor Area (m2):									
	Industrial	Retail	Institutional	Office	Other	Total			
Existing						0			
New						0			
Total						0			
Number of Residential Unit									
	Single	Semi	Town (Multi)	Apt<700 sq. ft.	Apt>700 sq. ft.	Senior		Purpose Built Affordable	Purpose Built Rental
							Type		
Number									

Demolition of Previous Building(s), determination of credits – (if applicable)					
Building Permit Numbers:					
Date of demolition permit issuance:					
Demolition final inspection performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Classification/use of previous building:					
Area of non-residential space:					
Number of Residential Units					
	Single	Semi	Multi-Unit	Apt < 700 sq. ft.	Apr > 700 sq. ft.
Number of residential units					

Developer Name _____ Regional Staff Name _____
 Developer Signature _____ Regional Staff Signature _____
 Municipality Staff Name _____
 Municipality Staff Signature _____

TOWN OF GEORGINA

APPLICATION FOR ZONING BY-LAW AMENDMENT

SUBMISSION CHECKLIST

(to be provided to Planning Division staff with submission of application)

Revised: Feb/2020

APPLICATION FEE SUBMITTED

1) Town of Georgina Fee (to be submitted in separate cheques for each fee):

a) Planning Division Fee for Processing: Yes Amount: _____
 No

b) On-Site Sewage Inspection/Application Review:
Inspection Form Completed and Attached Yes No

Fee of \$291.00 Required and Submitted Yes

- OR -

Exempt from Fee Yes

Lake Simcoe Region Conservation Authority Fee:

Yes Amount: _____

No

If NOT submitted, explain reason:

(i.e. only one fee required with consolidated application circulations) _____

THE "ZONING BY-LAW AMENDMENT APPLICATION GUIDE"
HAS BEEN READ BY THE APPLICANT/OWNER/AGENT/SOLICITOR Yes No

SITE SCREENING QUESTIONNAIRE - COMPLETED AND SUBMITTED Yes No

DEPOSITED REFERENCE PLAN / SURVEY SUBMITTED
(Prepared by an O.L.S.) Yes No

ARCHITECTURAL PLANS OF
PROPOSED BUILDINGS SUBMITTED Yes No

PRELIMINARY LANDSCAPE PLAN SUBMITTED Yes No

SKETCH PLAN SUBMITTED (in accordance with Question 4) Yes No
- 1 hard copy and 1 electronic copy showing physical land forms / features and buildings
and structures, etc., prepared to a metric scale

DEVELOPMENT CHARGES CERTIFICATE Yes No

SUPPORTING DOCUMENTATION SUBMITTED (1 Hard Copy and 1 Electronic Copy)

- Documentation addressing application of
Provincial Policy Statement

Yes No

- Documentation addressing conformity to the Housing Policies of the Provincial Policy Statement Yes No
 - Functional Servicing Report / Master Plan Yes No
 - Stormwater Management Report / Master Plan Yes No
 - Transportation Study / Master Plan Yes No
 - Environmental and Biological/Ecological Preservation Plans Yes No
 - Market Analysis and Financial Impact Study Yes No
 - Tree Preservation Plan and Landscape Analysis Plan Yes No
 - Flood Plain Mapping and Analysis Yes No
 - Other (specify) Yes No
-
-
-

CONCURRENT APPLICATIONS SUBMITTED

- Region of York Official Plan Amendment Yes No
- Town of Georgina Official Plan Amendment Yes No
- Application for Site Plan Approval Yes No
- Application for Minor Variance Approval Yes No
- Application for Consent Approval Yes No
- Application for Draft Plan of Subdivision or Condominium Approval Yes No

PRE-CONSULTATION BY APPLICANT:

DATE OF PRE-CONSULTATION MEETING: _____

PROVIDE COPY OF PRE-CONSULTATION CHECKLIST (as issued by Town): ATTACHED Yes__ No__

APPLICATION FORM COMPLETED AND DULY

EXECUTED

ALL TAXES PAID TO DATE

COMPLETED BY:

Applicant / Agent / Owner

Date

TOWN OF GEORGINA

DEVELOPMENT APPLICATION SITE SCREENING QUESTIONNAIRE

1. Does the application propose development on private services or redevelopment on a site where private services were used?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
2. Is the application on lands or adjacent to lands that were previously used for industrial uses; where filling had occurred or where there is reason to believe that the lands may be contaminated based on historical use? <i>* Possible offending uses may include: disposal of waste minerals, raw material storage, residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals which are present.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
3. Has the grading of the subject land been changed by either the addition of earth or other fill material?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
4. Has a gas station been located on the subject land or adjacent land at any time?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
5. Has there been petroleum or other fuel stored on the subject land or adjacent land?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
6. If Yes to any of the above, a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is required. Is the previous inventory attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. What information did you use to determine the answers to the above questions?	
8. Is the nearest boundary line of the application within 500 m (1,640 ft) of an operational or non-operational landfill or dump?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Have previous agricultural operations ever included sewage sludge application on the lands?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you aware of any underground storage tanks, or other buried waste on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. If there are any existing or previously existing buildings, are there building materials remaining which may be hazardous to health (i.e. asbestos, PCB=s, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Is there a current Environmental Site Assessment for the site or has one been prepared within the last five years? If yes, has it been submitted with the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>* Please note that, if an Environmental Site Assessment has been prepared, a copy is required to be submitted with the development application.</i>	

AFFIDAVIT

I, _____ of the _____ of _____ in the _____ of _____ solemnly declare that all 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 _____ of _____ in the _____ of _____ this _____ day of _____ 20 _____.

A Commissioner, etc.

Applicant or Agent

TOWN OF GEORGINA

PROCEDURES AND REQUIREMENTS FOR THE ERECTION OF SIGNS FOR THE NOTIFICATION OF PLANNING APPLICATIONS

PAGE 3 OF THIS FORM MUST BE **SIGNED** AND RETURNED WITH THE REQUIRED PLANNING APPLICATION. A COPY WILL BE RETURNED TO YOU.

REQUIREMENTS

In conjunction with applications for approval of plans of subdivision/condominium or amendments to the Official Plan or Zoning By-law, the applicant shall erect a non-illuminated sign at his/her cost on the subject property. The sign shall be professionally prepared, erected and removed in accordance with the provisions set out below. When more than one application requiring a sign is processed simultaneously for the same site, one sign may be erected giving notice of all applications. Where the property has more than 1 street frontage, multiple signs may be required.

SIGN ERECTION/REMOVAL

Upon receipt of a planning application, the Planning Division will review it for completeness and accuracy. If the application has been completed properly and the proposed development is not considered premature, the Planning Division shall advise the applicant as soon as possible of the wording of the sign. (Alternatively, the Planning Division shall advise that the application is considered premature and shall be held in abeyance until such time as the concerns, problems, as the case may be, have been resolved).

The sign(s) shall be installed within fourteen (14) days of notification of the sign wording. The applicant will advise the Planning Division as soon as the sign(s) has been erected. The Planning Division shall confirm that the sign(s) comply with the relevant requirements contained herein. If the sign(s) are satisfactory, the Planning Division shall then schedule a Public Meeting before Council as soon as possible to consider the application.

NOTE: A Public Meeting will not be scheduled until the Planning Division has been satisfied that the sign(s) have been erected properly.

If the sign(s) are not installed within fourteen (14) days of notification of the sign wording, the application will not be scheduled for a public meeting.

The applicant will have the sign(s) removed within seven (7) days of the approval, refusal or closing of the files by Georgina Town Council, or withdrawal of the application.

SIGN SPECIFICATIONS

- (a) Size: 1.2 m (4 ft.) wide by 1.2 m (4 ft.) high, 0.6 m (2 ft.) ground clearance.
- (b) Acceptable Materials: 12.5 mm (½ in.) exterior grade plywood panel, 2-89 mm x 89 mm (4 in. x 4 in.) wood posts or steel posts installed a minimum of 1.2 m (4 ft.) below grade.
- (c) Paint: Sign panels and all wooden structural members shall be painted on all sides and edges with two coats of exterior type matte finish alkyd paint over a suitable primer. Lettering to be black inscribed on a white background.
- (d) Lettering: The sign shall be professionally lettered or silk screened using upper case Helvetica Medium typeface or similar sans serif, having a lettering size which is legible from the street.
- (e) Wording: The sign shall contain wording that has been provided by the Planning Division and shall generally be in the format as shown on the reverse of this sheet.
- (f) Location: For interior lots having frontage on one street, the required sign shall be located approximately midway between the side lot lines at a minimum setback of 1 m (3 ft.) from the streetline and a maximum 2 m (6 ft.).

For lots with streetline (s) that abut two streets, (ie. corner lots, through lots), a separate sign shall be required facing each street, located approximately midway between the opposing lot lines at a minimum setback of 1 m (3 ft.) and a maximum of 2 m (6 ft.) from the streetline(s).

All signs shall be located away from any obstructions such that the signs are visible from the street.

- (g) Maintenance: With signing of this application, the applicant agrees that the sign will be maintained both in structure and paint work to the satisfaction of the Town.

SIGN FOR PLANNING APPLICATION NOTICE

Planning Division staff will indicate the required location of the sign(s). Sign the bottom of this form (page 3) and return it to the Planning and Building Department with your application. The appropriate message will be provided by the Planning Division in the space provided and a copy will be returned to you.

