

# Sign Minor Variance Detailed Submission Requirements

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The following information is required in order to apply for a Sign Minor Variance:

## 1) Application Form

- a completed application form (Form 1) and a sign detail form (Form 2)
- variances for multiple signs on the same property may be submitted under one application

## 2) Fee

- the non-refundable fee (see Building Code Services [fee schedule](#))

## 3) Elevation Drawing (drawn to scale) for all signs

- for ground signs – of the proposed ground sign, including (where applicable) any message centre and illumination details
- for building mounted signs - showing the building façade, the proposed sign(s), existing signs and architectural features of the building, and illumination details
- two (2) reduced copies on standard letter-size paper

## 4) Location Plan (drawn to scale) for all signs

- a copy of the approved site plan is acceptable if available
- showing the property lines and the proposed sign location(s) in relation to the property lines
- showing existing development on the site: i.e. buildings, landscaping, parking areas, vehicle entrances/exits, existing signs, traffic signal locations, etc.
- applications for static and digital billboards must include all of the above, plus the following:
  - locations of buildings on adjacent properties;
  - locations of existing billboards in the vicinity; and
  - locations of Provincial Highways and NCC Parkways/Driveways
- two (2) reduced copies on standard letter-size paper

## 5) Installation and Construction Details

- for ground signs - foundation and structural details
- for building mounted signs - cross-sectional details, wall construction, size/type of sign fasteners and method of connection to the building support structure
- two (2) reduced copies on standard letter-size paper

## 6) Photographs

- rendered photographs of the proposed sign on the building ( building mounted signs) or on the site (for ground signs)
- photographs of existing signs on the same building, or property, and of signs on adjacent buildings and properties

### **NOTE:**

- rendered photographs are not acceptable as a substitute for a scale drawings
- a sign structure shall be designed by an Architect or Professional Engineer of the Province of Ontario where:
  - a sign protrudes more than 1 m from a building;
  - a projecting sign is attached to a parapet wall, or weighs more than 115 kg; or
  - a ground sign structure exceeds 7.5 m above grade