

## **SIGN BY-LAW AMENDMENT** **APPLICATION**

### **INSTRUCTIONS**

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Prior to submission, a meeting with a City of Windsor Planner is necessary to determine the supporting documents required to evaluate the proposal, to verify information on the application, and to clarify the procedures to follow. Please contact the Planning Department –Urban Design Division at 519-255-6543 to arrange a meeting.

Complete all sections in full.

Provide the full name of the applicant, agent and registered property owner and the name of the company.

Include the signature of the registered property owner in Section 4.

Submit 3 copies of all drawings and photo(s) of existing signage, if applicable.

All drawings must be legible, accurate and professionally drawn. The following information must be provided:

- Description of the sign including the type of illumination, structural and decorative materials and colours to be used.
- Scale, north point and unit of measurement.
- All dimensions of the sign and the total sign face area.
- Location of sign on the subject property and distance from other signs (including abutting properties), property lines, parking areas, buildings and other structures.
- Elevations with full view of all sides of the sign and showing all dimensions including the height of the sign.
- Any additional information and materials describing the sign, as required.

File the application, all drawings and supporting material and the application fee with the Planning Department, 400 City Hall Square East, 4<sup>th</sup> Floor, Suite 404.

A City of Windsor Planner will review the application and **MAY RETURN IT IF IT IS INCOMPLETE OR FEES UNPAID.**

**Allow a minimum of six weeks for processing of the application.**

### **APPLICATION FEE**

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**\$914.00.** Cheque payable to the Corporation of the City of Windsor.

Fee is subject to change. Confirm application fee prior to submission of application form.

### **CONTACT INFORMATION**

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Planning Department  
350 City Hall Square W, Suite 210  
Windsor ON N9A 6S1

Telephone: 519-255-6543  
Fax: 519-255-6544  
Email: [planningdept@city.windsor.on.ca](mailto:planningdept@city.windsor.on.ca)  
Website: [www.citywindsor.ca](http://www.citywindsor.ca)

**SIGN BY-LAW AMENDMENT**  
**APPLICATION**

**1. APPLICANT:** \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**2. AGENT:** \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**3. DESCRIPTION OF SUBJECT PROPERTY**

Municipal Address/Location: \_\_\_\_\_

Lot/Block and Plan Number: \_\_\_\_\_

Assessment Roll No: \_\_\_\_\_

Existing use of land and buildings: \_\_\_\_\_

**4. AUTHORIZATION SIGNATURES**

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

Print Name: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Registered Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**DO NOT COMPLETE BELOW – DEPARTMENT USE ONLY**

**5. APPLICATION DETAILS**

Fee Paid: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

New SGN File No. SGN- \_\_\_\_\_ Previous SGN File No. SGN- \_\_\_\_\_

Other File Numbers: \_\_\_\_\_ Complete Application: YES  Date: \_\_\_\_\_

SPC, SDN, PLC, Committee of  
Adjustment, etc.

Planning District: \_\_\_\_\_

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**NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION:**

I/We also acknowledge that the information requested on this form is collected under the authority of The Planning Act, R.S.O. 1990, Chapter P13, as amended. The information is required in order to process the application. The name and business address of the applicant and/or authorized agent is public information. Any other personal information collected will only be used for internal purposes. Questions about this collection can be made to Neil Robertson, Manager of Urban Design, Planning Department, 519-255-6543, ext. 6443.