



**Application for Minor Variance to the Town of Ajax Sign By-law**  
(under the provisions of By-law 27-2009)



**Planning and Development Services**  
65 Harwood Avenue South  
Ajax, ON L1S 2H9

Telephone: 905-619-2529, extension 3631  
E-mail: [planningservices@ajax.ca](mailto:planningservices@ajax.ca)  
[www.ajax.ca](http://www.ajax.ca)

**For Town Use Only**

**File Number:** \_\_\_\_\_ **Date of Receipt** \_\_\_\_\_

Alternative formats of this document can be made available upon request by contacting [planningservices@ajax.ca](mailto:planningservices@ajax.ca) or 905-619-2529, extension 3631.

**1. Submission Requirements**

**Information Requirements**

- One (1) copy of this application form** is to be submitted to the Town of Ajax, Planning and Development Services, 65 Harwood Avenue South, Ajax, Ontario L1S 2H9
- One (1) copy** of all drawings in accordance with Section 4 of this form.

**Drawing ‘A’ - Site Plan**

- Applicant’s name and address;
- Owner’s name and address
- Location of proposed sign on the site;
- Title and number of drawings;
- Dimensions (metric and imperial acceptable);
- Directional symbol/north arrow

**Drawing ‘B’ – Construction Drawing**

- Type of material to be used;
- Colours of the sign materials;
- Specification details (if necessary);
- Details of lettering and any accent material (if proposed)

**Drawing ‘C’ – Elevation Drawing**

- Detail sketch of the proposed sign;
- - Dimensions of the proposed sign

**Note:** Some of the above drawings may be combined, depending on the complexity and scale of the sign.

- An **application fee**, in accordance with the Planning Act Fees and Charges By-law, as amended, payable to the Town of Ajax, is required.

- Payments may be made by cheque, cash or money order. (under the authority of the Planning Act Fees and Charges By-law, as amended) **Fees Submitted:** \_\_\_\_\_

**Fees** (under the authority of the Planning Act Fees and Charges By-law, as amended)

Additional costs for the processing of the application may be charged where studies in support of an application must be reviewed by persons not employed by the Town but retained for the purpose due to an expertise in the area of the study. This requirement applies to matters such as, but not limited to, the review of traffic, marketing, environmental, noise, and engineering reports, etc. In all cases, the Town shall notify the applicant to seek approval and payment before proceeding to a third-party review of supporting studies.

Additional costs for advertising may be charged where it is not possible or appropriate for public notice of an application to be placed on the Community Page of the Ajax News-Advertiser.

The applicant will be responsible for the costs to the Town of appearing in support of the application at hearings of the Ontario Municipal Board or Environmental Assessment Board.

The applicant will be required to pay the reasonable legal fees of the Town for the preparation and registration of development agreements when such agreements are required.

**Refund Policy** (under the authority of the Planning Act Fees and Charges By-law, as amended)

A refund of Town of Ajax Application fees will be calculated as follows:

- Where an application is withdrawn after a file has been opened, but before it has been circulated: 90%
- Where an application is withdrawn after a file has been circulated, but before it has been considered at a public meeting: 50%
- Where an application is withdrawn after the file has been considered at a public meeting: No refund

## 2. Contact Information

**Owner's Information**

Owner's Name: \_\_\_\_\_

Full Mailing Address (with City and Postal Code):  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Applicant or Primary Contact (if Owner is a company and not an individual)**

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

Full Mailing Address (with City and Postal Code):  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Other: (Please specify)**

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

Affiliation: \_\_\_\_\_

Full Mailing Address (with City and Postal Code):  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Correspondence relating to this application should be sent to (select one only):**

- Owner     Agent or Primary Contact     Other

**The applicant is:**

- Owner     Lessee of Land or Tenant     Prospective Owner

**Letter of Authorization**

If the applicant/primary consultant is not the Owner, the Owner **must** provide authorization to permit the applicant/primary contact to act on their behalf.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

- A separate Letter of Authorization is attached

### 3. Subject Property Information

#### Location Information

Municipal Address: \_\_\_\_\_

Legal Description (*Lot, Part, Block, Plan, Concession, Township, etc.*):

Assessment Roll Number (ARN): \_\_\_\_\_

Parcel Identification Number (PIN): \_\_\_\_\_

Description of Proposed Sign:

### 4. Affidavit and Sworn Declaration of Owner or Applicant/Agent

I agree that this application and all submission material submitted in support of this application may be made available for public review, pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.

I agree to reimburse the Town of Ajax for any costs associated with the peer review of any studies or drawings submitted in support of this application and for any costs associated with the preparation of studies required to evaluate the application by qualified consultants. I further agree to reimburse the Town of Ajax for any costs associated with the Town appearing in support of the application at hearings of the Ontario Land Tribunal.

I hereby certify that all statements contained within this application are true and agree to allow Town staff, or their representatives, reasonable access to the subject property, to carry out any inspections, tests, and investigations as may be required.

\_\_\_\_\_  
Signature(s) of Owner(s)/Applicant/Agent

\_\_\_\_\_  
Print Name(s)

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

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_

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

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

\_\_\_\_\_  
Commissioner of Oaths

Personal information contained on this form is collected under the authority of the *Planning Act*, RSO 1990, c. P13 and the applicable implementing Ontario Regulation, and will be used to evaluate the Application for Minor Variance to the Town of Ajax Sign By-law. Questions about the collection of personal information should be directed to the Records Manager/FOI Coordinator, 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9, (905) 683-4550, extension 3343.

FORM: PLD-026	REVISED: 2025/11/12
---------------	---------------------