

1. Application Type

Please select all that apply to the subject application:

- Variance from Site/Building Regulation (e.g., setback, coverage)
- Variance from General Provision (e.g., parking, home business)
- Variance from a Special Provision in Zoning By-law Section 14
- Variance to the City's Sign By-law
- Other

2. Description of Proposal

Please explain the general nature and extent of the relief from the sign/zoning by-law requested and, if applicable, the construction project necessitating the variance(s):

3. Relief Requested

Please complete the following table:

By-law Section & Provision	Required	Proposed	Variance

Please note that the information provided in this table must match and must be laid out and labelled on a fully dimensioned site plan to be submitted with this application.

4. Non-compliance

Please explain why it is not possible to comply with the requirements of the City's Zoning By-law or Sign By-law:

Planning Application Form A.3

5. Submission & Approvals Details

I am the owner of this property and I confirm that:

- I have completed the Base Application Form (A.0), including the authorization/sworn declaration and understand that this addendum forms part of that application.
- I have submitted the required Planning Act Application Fee, payable to the City in the amount of _____.
- I have submitted the required Engineering Review Application Form (C.1) and fee, payable to the City in the amount of _____.
- I have submitted the required GCSA Planning Review Form (D.1) and fee, payable to the GCSA in the amount of _____.
- I have submitted a fully dimensioned plan, showing all existing and proposed buildings and structures, in metric units.
- I have submitted one (1) digital copy of all required plans and studies to planning@owensound.ca and notice@owensound.ca
- I have submitted three (3) physical copies of all required plans and studies.
- I have no objection to this application or related agreements being considered by Committee/Council's staff delegate for signature/approval, if applicable.
- I have read and understand my responsibilities and obligations to post notice(s) of the applied for application(s) on the subject property on _____ until such time as the application has been heard and/or decided upon by Committee/Council.

6. Contact Us

**Deputy City Clerk, Secretary-treasurer
Committee of Adjustment**

notice@owensound.ca

Planning & Heritage Division

planning@owensound.ca

City of Owen Sound, 808 2nd Avenue East, Owen Sound, ON N4K 2H4
Telephone: 519-376-4440

FOR OFFICE USE ONLY

Application Submitted	
Application Deemed Complete	
Application File Number	