



# THE CORPORATION OF THE CITY OF CORNWALL

## APPLICATION FORM SIGNS BY-LAW AMENDMENT(S)

Department of Planning, Parks,  
and Recreation  
100 Water Street East, 2<sup>nd</sup> Floor  
Cornwall, ON K6J 3P9

Telephone : (613) 930-2787 - ext. 2328  
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The Corporation of the City of Cornwall  
SIGNS BY-LAW AMENDMENT(S) APPLICATION FORM

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INSTRUCTIONS

- 1.) The following application is intended to be used when requesting Amendment(s) to the City of Cornwall Signs By-law No. 057, 1982, as amended, including Schedules A, B, and C.
- 2.) The application should be fully completed and signed by the applicants(s) and owner(s) of the affected lands prior to being submitted to the Department of Planning, Parks and Recreation Services. In the case where the applicant is not the owner of the affected lands, a letter of consent must accompany the application authorizing the applicant to act on the owners behalf. Any enquiries should be directed to:

Department of Planning, Parks, and Recreation Services  
Justice Building, 340 Pitt Street (3<sup>rd</sup> Floor)  
Cornwall, Ontario K6J 3P9  
Telephone: (613) 930-2787 ext. 2328

- 3.) In addition to the completed application, the following supporting information should be included which would explain the reasons why the provisions of the existing By-Law cannot be met and the nature of the Amendment requested:
  - i.) In the case of billboard and freestanding signs, a scaled map depicting the location of the proposed and existing signage on-site, particularly in relation to driveways, buildings, landscaping, etc.
  - ii.) In the case of fascia and projecting signs, awnings and temporary cloth and/or banner signs, a scaled drawing depicting the location of the proposed and existing signage on existing/proposed structures.
  - iii.) An elevation drawing depicting the detail of the proposed signage including: dimensions, type of construction/design, type of illumination (if any), and so on.

Note: In many cases, the proposed signage will also be subject to review and approval through the Site Plan Control By-law process.

- 4.) Any other information that the applicant deems to be warranted in reviewing the request for amendment should be attached on additional sheets.
- 5.) The subject application will primarily be heard by the Planning Advisory Committee (P.A.C.) which usually meets on the third Monday of the month. Although amendments to the Signs By-Law are not subject to a Public meeting, when considered by P.A.C., the application should be submitted to the Department of Planning, Parks and Recreation Services in excess of 20 days before the scheduled

date for circulation purposes.

(In a limited number of circumstances, a Minor Variance (usually size/setback issues) to the Signs By-law may be considered by the City's Committee of Adjustment, but would be subject to the applicable Planning Act regulations).

- 6.) By-law No. 026, 1993 of the City of Cornwall, prescribes a fee for Signs By-Law Amendment applications to P.A.C., which should be submitted at the time of application. Cheques should be payable to the City of Cornwall in the amount of \$120.00.

CITY OF CORNWALL

APPLICATION FOR AN AMENDMENT TO THE  
SIGNS BY-LAW

Office Use Only

File Number: \_\_\_\_\_

Submission Date: \_\_\_\_\_  
Day / Month / Year

Related File Numbers: \_\_\_\_\_

**PART I: GENERAL INFORMATION**

1.1 \_\_\_\_\_  
Owner's Name

1.2 \_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Owner's Address:(street / number)

\_\_\_\_\_  
Applicant's Address: (street / number)

\_\_\_\_\_  
(postal code) (telephone)

\_\_\_\_\_  
(postal code) (telephone)

1.3 \_\_\_\_\_  
Solicitor or Agent (if different from 1.1 and 1.2)

\_\_\_\_\_  
Address: (street / number)

\_\_\_\_\_  
(postal code) (telephone)

**PART 2: LOCATION OF REQUESTED SIGNS BY-LAW CHANGE**

2.1 Municipal Address: \_\_\_\_\_  
(street / number) (postal code)

2.2 Legal Description: \_\_\_\_\_  
(Lot Number / Concession)

2.3 Registered / Reference Plan No.: \_\_\_\_\_  
(including relevant lots and/or parts)

2.4 Zoning of Property: \_\_\_\_\_

2.5 Official Plan Designation of Property: \_\_\_\_\_

2.6 Subject to Site Plan Control Approval:  
YES  NO  NOT DETERMINED

**PART 3: NATURE OF REQUESTED CHANGE**

3.1

(Please cite affected Section / Schedule of the By-law)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.2 Brief Summary for Requesting Amendment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART 4: SIGN DESCRIPTION(S)**

4.1 Type of Sign (i.e. facade, billboard, projecting). Please include height, dimension details, type of illumination, etc.

Existing

Proposed

_____	_____
_____	_____
_____	_____
_____	_____

4.2 Sign Construction: (i.e. wooden, metal, plastic, etc.)

\_\_\_\_\_

4.3 List of Supporting Materials Attached: (i.e. site location map, elevation drawing, pictures/renderings of sample signage being proposed, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART 5: DECLARATION:**

I/We certify that to the best of my/our knowledge and belief, the particulars given in this application and accompanying supporting materials are correct. I/We hereby apply in accordance with the provisions of Section 210, Subsection 146 of the Municipal Act, Ch.M.

45, R.S.O., of Section 210, Subsection 146 of the Municipal Act, Ch.M. 45, R.S.O. 1990, as amended, for the change of specific Signs standards described in this application dated at the City of Cornwall, County of Stormont, this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

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

\_\_\_\_\_  
Applicant's Signature

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This information is collected for the purposes of reviewing and providing recommendations to Council for changes to the City of Cornwall's Signs By-law.

# AUTHORIZATION

## LETTER OF CONSENT

### (AUTHORIZATION OF OWNER APPLICANT/AGENT TO MAKE THE APPLICATION)

If the Applicant/Agent is not the Owner of the land that is the subject of this application, the written authorization of the Owner that the Applicant/Agent is authorized to make the application must be included with this form or the authorization set out below must be completed.

I, (We) \_\_\_\_\_

am (are) the Owner(s) of the land that is subject of this application, and I (we)

authorize

\_\_\_\_\_  
Name of Applicant/Agent (please print)

to make this application on my (our) behalf.

\_\_\_\_\_  
Signature of Owner

Dated this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
Signature of Owner