

SIGN POSTING INSTRUCTIONS

Planning Act Requirements (Section 45 - Minor Variance): The sign must be posted a minimum ten 10 days prior to the scheduled hearing date. **(Section 53 - Consent):** The sign must be posted a minimum 14 days prior to a hearing.

The Sign must be posted at a location that is clearly visible and legible from every public highway (i.e., road, street, etc.) or other place to which the public has access.

1. Please print the sign no smaller than 11" x 17". The sign must be clearly visible and legible from the public highway or place to which the public has access. If the sign is not visible and legible, please produce a larger sign.
2. The sign(s) must be laminated or enclosed in a waterproof sheet to protect it from the elements.
3. On properties where it can be accommodated, the signs must be erected on the subject property approximately three (3) metres from the property line fronting onto a public highway or place to which the public has access.



Curbside urban properties must prominently front-facing windows or doorways.



It is the applicant's responsibility to ensure that the sign remains posted on the subject property in accordance with Planning Act requirements. If the sign is damaged or removed, replace the sign immediately to avoid delays in processing.

4. Once the sign is posted in accordance with the instructions above, please e-mail the Committee of Adjustment (cofa@hamilton.ca) a clear photograph of the sign in place, showing it in relation to the point of public view and indicating its legibility.
5. If the Committee of Adjustment does not receive the photograph by the due date, the Committee will be informed of the absence of the required sign when the file is heard, and this may negatively impact their decision with regard to the file in question.