

**SIGN VARIANCE APPLICATION**

**SECTION A. APPLICANT INFORMATION**

**Petitioner's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone No. (Home):** \_\_\_\_\_ **(Work):** \_\_\_\_\_ **(Cell):** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_

**Phone No. (Home):** \_\_\_\_\_ **(Work):** \_\_\_\_\_ **(Cell):** \_\_\_\_\_

**SECTION B. LOCATION OF PROPOSED SIGN**

**Address or General Location:** \_\_\_\_\_

**Property Description:** \_\_\_\_\_  
Lot Block Subdivision

**Property Zoning:** \_\_\_\_\_ **Use of Land:** \_\_\_\_\_

**SECTION C. REQUESTED SIGN VARIANCE**

Variance to Section(s): \_\_\_\_\_ of Article 12 Sign Ordinance.

Current Ordinance Requirement(s): \_\_\_\_\_

I hereby request a variance from the size, height, type, number of signs, or setback requirements of the Sign Ordinance to allow (please describe): \_\_\_\_\_

**As petitioner or owner, I (we) hereby request a hearing on the Sign Variance Application being requested before the Planning and Zoning Commission and City Council.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Petitioner's/Owner's Name (Please Print):** \_\_\_\_\_

**\$150 Application Fee:** \_\_\_\_\_ **Application Received by:** \_\_\_\_\_

Receipt No.

**Application deadline:** \_\_\_\_\_ **P&Z Hearing date:** \_\_\_\_\_ **CC Hearing date:** \_\_\_\_\_

## **SECTION D. SUBMITTAL REQUIREMENTS**

1. If the petitioner is not the owner, a letter signed and dated by the owner certifying their ownership of the property and authorizing the petitioner to represent the person, organization, or business that owns the property.
2. If not platted, submit a metes and bounds legal description or survey of the property.
3. A written statement documenting the reason for the variance(s).
4. Drawing submitted on paper or electronically no larger than 11"x17" showing: 1) Scale and north arrow; 2) Location of site with respect to streets and adjacent properties; 3) Property lines and dimensions; 4) Location and dimensions of buildings, parking areas, and signs; 5) Location and dimensions of face and structure of the proposed sign or signs; 6) Signage specifications; and, 7) any other information applicable to the requested variance.
5. Application Fee