

### Sign Variance Application

Fee \$600	New Business: YES NO
Receipt # _____	If no, is business changing signage? YES NO
Date Paid _____	If no, is business changing name? YES NO
Received By _____	If no, is business changing location? YES NO
	Construction Over 50%: YES NO
Business Name _____	
Address of Proposed Sign _____	
Proposed Size _____ X _____ = Total Sq. Ft. _____ Height _____	
Describe How Sq. Ft. Is Calculated _____	
I request a variance to the sign code for (circle all that apply):	
SIZE	HEIGHT MATERIALS NUMBER OF SIGNS TYPE OF SIGN OTHER _____
Please specify to which sections of the code a variance is being requested: _____	
_____	
<ul style="list-style-type: none"><li>• Provide 15 color copies of the proposed sign with dimensions, height, and location of the sign on the lot or building indicated clearly in the scale intended</li><li>• Attach a letter from landlord indicating approval of the proposed sign</li></ul>	
Applicant Signature _____ Phone _____ Date _____	
Approved _____	Disapproved _____ Nonconforming: YES NO
BDCRB Chair _____	Date _____

# SIGN VARIANCE APPLICATION

## Permanent Signs

Multi-tenant businesses or property owners may submit a signage plan for review by the Business District Construction Review Board to use signage other than the regulations below.

Building signs
1. Limited to 32 square feet in area and three feet in height
2. Must begin and terminate no less than two feet from the edge of each building or occupied space
3. May not be higher than the front wall line or eave of a building

Freestanding signs		
	Street Frontage	
	Small (140 ft or less)	Large (larger than 140 feet)
<b>Freestanding signs allowed per lot</b>	1 pole or monument	1 pole and/or monument
<b>Monument size limits</b>	10 ft high / 8 ft wide (80 sq. ft)	16 ft high / 8 ft wide (128 sq. ft)
<b>Pole size limits</b>	96 square feet / 25 ft high	144 square feet / 35 ft high
<b>Total Freestanding Signage</b>	96 square feet maximum	144 square feet maximum

**If you are unsure of your property's frontage, City Hall can provide that information.**

Temporary signs
1. Must be wall-mounted and may not be attached to the ground with stakes.
2. Must be no larger than the greater of 80 square feet or 20 percent of the building façade upon which is it placed.
3. Materials are limited to vinyl, canvas, cardboard, wallboard, or similar material.
4. Limited to one per certificate of occupancy or street address.
5. Limited to 120 days in a calendar year.

## Section 50-14 Appeals.

The business district construction review board (BDCRB) is empowered to grant variances from regulations governing signage on the basis of size, shape, or dimensions of a structure, or the location of the structure, where strict compliance to the provisions of the chapter cause a hardship to the applicant that arises from topographic or physical conditions on the site or in the immediate vicinity, or from the other physical limitations, street locations or traffic conditions in the immediate vicinity, or such other criteria as the board chooses to use from time to time. Cost or inconvenience to the applicant of strict or literal compliance with a regulation shall not be a reason for granting a variance.

Application for a variance from the provisions of this chapter shall be made upon a form provided by the city administrator. The variance application shall include the application for a sign permit and shall also state the applicant's reasons for requesting the variance in accordance with the criteria set forth in this chapter. The application must also include 15 color copies of the proposed sign with dimensions, height, and location of the sign on the lot indicated clearly in the scale intended.

The applicant shall pay the fee prescribed in the city's schedule of fees for variances to this chapter. The fee shall be non-refundable.

In each instance when the BDCRB grants such a variance it shall inform the city council by forwarding information to the city administrator for dissemination.

Any applicant who is dissatisfied with any ruling of the BDCRB may appeal to the city council, within ten business days of receipt by the applicant of the board's written decision. The city council determination of the appeal is final.