



SBOA VARIANCE CHECKLIST

Acceptance of SBOA Variance Application: SBOA Variance applications shall be reviewed for completeness in accordance with this checklist before they are accepted by City Staff. Failure by the applicant to provide required information or obtain a waiver from the Development Services Director constitutes grounds for refusal of Sign Variance submittal for processing.

This checklist is provided to assist developers and design professionals in the preparation of submittals for development review and is a guideline for what is needed to facilitate the review. Additional information may be required, as indicated in your pre-development meeting or upon review of the plans.

CHECK ALL BOXES TO SIGNIFY COMPLIANCE WITH SUBMITTAL AND SPECIFICATION SUBMITTAL

SIGN VARIANCE SUBMITTAL REQUIREMENTS:

- Universal Application Form:** The completed application form shall include the notarized signatures of the applicant and the owner(s).
- Project Narrative:** A narrative describing the proposed sign variance request, and a justification for the request.
- Fee:** Fee paid as described in the current Development Services Fee Schedule.
- Copies Required:** Five (5)* Sign Plans (11" X 17") folded.
- Digital Copies:** All submittal documents in PDF format (CD or thumb drive).
- Applicant Information:** The applicant shall include his/her name, name of company, company address, phone number, and personal email contact information on the application and on the request. If the applicant and the property owner are the same, please note as such. All correspondence relating to the project review and will be directed to the applicant designated on the application.
- Owner Information:** The application is required to be signed by the current property Owner (s). If the property owner is not available to sign the application, then a notarized letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner.

*Number of paper copies subject to the discretion of the Planning Director. The selected scale must allow for the legibility of details. Plans requiring multiple sheets shall include match lines and a key plan. Individual cases may require full 24" x 36" plans for review.

SIGN PLAN REQUIREMENTS:

- Plans:** Any application for a sign permit must include a dimensioned drawing illustrating the location, design, height, effective sign area measurement, base, frame materials, color schemes, and letter size of the sign, including a site drawing showing the location of the sign on the property in relation to other built features.

NARRATIVE REQUIREMENTS:

- Narrative:** should to the greatest extent possible reflect consideration of the following:
 - The requested variance does not violate the intent of the article.
 - The requested variance will not adversely affect surrounding properties.
 - The request variance will not adversely affect public safety.
 - Special conditions exist which are unique to the applicant or property.
 - The requested variance is not self-imposed or granted to relieve a personal hardship.

DEVELOPMENT SERVICES DEPARTMENT
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