



Sign Variance Application

Contact Information

Applicant Name: _____ Mailing Address: _____

Phone: _____ E-mail: _____

Property Owner Name: _____ Mailing Address: _____

Phone: _____ E-mail: _____

Property Information

Legal Description of Property:

Lot: _____ Block: _____ Subdivision: _____ Filing No.: _____

Address of Property: _____

Zoning District: _____ Comprehensive Plan Designation: _____

Is location within the South Westminster Urban Renewal area? Yes No

Type of Variance Requested

WMC §11-11-13 (E), Sign Code Variance Application

Submittal Requirements

Please note that incomplete submittals will not be accepted for review. In some cases, additional copies of documents or plan sets may need to be provided.

1. Review Fee: \$250.00
2. Public Hearing Fee: \$350.00
3. Recording Fee (TBD at conclusion of Public Hearing Process)
4. Signed Application Form with Completed Checklist (this form, all pages)
5. Ownership and Encumbrances Report: The O&E report must be from a title company and dated within the last 30 days from date of application.

5. Will the variance, if authorized, pose a threat to public health, safety, or welfare? Why or why not?

6. Is the planning commission being asked to grant a variance for a type of sign that would not otherwise be permitted under the Westminster Municipal Code?

By signing, applicant authorizes City staff to enter his/her property for the purpose of taking photographs to be presented to the Commission at the hearing. By signing below, I assert that the above information is true, correct and complete to the best of my knowledge.

Signature of Property Owner (Required)*

Date

**If a legal entity, provide proof of authorization to sign.*