



## 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 §11-11-8, 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.



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3. Will the variance, if authorized, alter the essential character of the zoning district in which the sign is located? Why or why not?

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4. Will the variance, if authorized, substantially or permanently injure the appropriate use of adjacent conforming property? Why or why not?

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

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***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.***

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Signature of Property Owner (Required)\*

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Date

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