

INSTRUCTION TO THE APPLICANT

In order to apply for a variance all of the following must be turned into the office by the last working day of the month prior to the meeting.

1. Completed sign variance application with notarized applicant signature and property owner signature.
2. Sidwell Map of property requesting a variance
3. Fee of \$150.00 per application
4. Drawing or picture of proposed sign

Applicant **MUST** attend the Street Graphic Review Board Meeting.

The Street Graphic Review Board will meet to determine a recommendation to the City Council on the variance once the recommendation has been determined, the request is forwarded to the City Council where it is voted on and an ordinance is drawn up.

Installation of the sign may not commence until the city council has approved an ordinance regarding your appeal.