

# Application for Sign Variance

Street Graphic Review Board  
BELLEVILLE, ILLINOIS

Variance Application No. \_\_\_\_\_  
Date: \_\_\_\_\_

Hearing Date: \_\_\_\_\_  
Date Notice Published: \_\_\_\_\_  
Newspaper: \_\_\_\_\_  
Names of Aldermen: \_\_\_\_\_

Fee Paid: \_\_\_\_\_  
Date Fee Paid: \_\_\_\_\_  
Ward #: \_\_\_\_\_

*INSTRUCTIONS TO APPLICANTS: In accordance with Section G-5 of the Sign Ordinance, an applicant may seek a variance from the strict requirements of the ordinance if those requirements are imposing a particular hardship. The fee for filing a variance application is \$150.00. The applicant must present his/her/their case to the Street Graphics Review Board, explaining what the problem is and what relief he/she/they request. He/she/they may appear with or without an attorney.*

*All information requested below must be provided before a hearing will be set with the Street Graphics Review Board. Applicants are encouraged to visit the Zoning Office for any assistance needed in filling out this form.*

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## A. APPLICANT

- a. Name: \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. City, State, Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

## B. PROPERTY INTEREST OF APPLICANT

- a. (\_\_\_) Owner (\_\_\_) Lessee (\_\_\_) Other: \_\_\_\_\_

## C. Owner (if other than applicant)

- a. Name: \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. City, State, Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

## D. ESTABLISHMENT DISPLAYING SIGN

- a. Type (specify business): \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Zoning District: \_\_\_\_\_
- d. Frontage: \_\_\_\_\_ Feet Permanent Parcel #: \_\_\_\_\_

## E. EXISTING SIGNAGE

- a. Square footage of existing signage: \_\_\_\_\_ Feet Type of existing sign: \_\_\_\_\_
- b. Square footage of existing signage: \_\_\_\_\_ Feet Type of existing sign: \_\_\_\_\_
- c. Square footage of existing signage: \_\_\_\_\_ Feet Type of existing sign: \_\_\_\_\_

## F. DESCRIPTION OF PROPOSED SIGNAGE

a. Type (circle one):

- |                            |                 |
|----------------------------|-----------------|
| 1) Flush Mounted           | 5) Roof Mounted |
| 2) Projecting              | 6) Billboard    |
| 3) Freestanding            | 7) Off-Premise  |
| 4) Awning, Canopy, Marquee | 8) Other: _____ |

b. Dimensions:

- 1) Width: \_\_\_\_\_ Feet
- 2) Length: \_\_\_\_\_ Feet
- 3) Area: \_\_\_\_\_ Feet

c. Height (ground to top of sign): \_\_\_\_\_ Feet  
*(Must be answered if sign is flush-mounted, projecting, freestanding, off premise, or billboard)*

d. Projection (building wall to end of sign): \_\_\_\_\_ Feet  
*(Must be answered if sign is projecting)*

e. Illumination (circle one):

- |             |                    |
|-------------|--------------------|
| 1) Indirect | 3) Flood Lights    |
| 2) Neon     | 4) Non-Illuminated |

f. Information located on Sign: \_\_\_\_\_  
\_\_\_\_\_

**G. NON-CONFORMING CHARACTERISTICS**

List the ways in which your existing or proposed sign does not comply with the ordinance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**H. HARDSHIP**

Describe the problem or hardship, which, in your opinion, merits a variance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I. MINIMUM VARIANCE**

What, in your opinion, is the minimum variance that would alleviate the difficulty?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (we) certify that the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ Property Owner(s): \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public: \_\_\_\_\_

(SEAL)

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RECOMMENDATION OF GRAPHIC REVIEW BOARD:

DENIAL (\_\_\_)  
APPROVAL (\_\_\_)  
APPROVAL WITH MODIFICATIONS (\_\_\_)  
DATE OF RECOMMENDATION: \_\_\_\_\_

CITY COUNCIL ACTION:

DENIAL (\_\_\_)  
APPROVAL (\_\_\_)  
APPROVAL WITH MODIFICATIONS (\_\_\_)  
DATE OF RECOMMENDATION: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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