

# SIGN VARIANCE APPLICATION



## CITY OF ST. JOSEPH

700 Broad St., St. Joseph, MI 49085-1206  
Phone 269-983-1212 Fax 269-985-0347

An incomplete application will not be accepted. All required materials must be submitted, reviewed, and accepted as administratively complete at least 24 days prior to the next Planning Commission meeting.

### PROPERTY INFORMATION:

Property Address \_\_\_\_\_ Tax ID # \_\_\_\_\_

### OWNER/APPLICANT INFORMATION:

Are you the owner of the property?  YES  NO

If you are not the property owner, please attach the written permission of the property owner to submit this application.

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Applicants, please note:** No sign variance shall be approved unless the Planning Commission finds that the request qualifies for a variance under Section 25-9 of the Code of Ordinances.

***Please see the reverse of this page for instructions regarding the additional information that must be submitted for this application to be complete.***

The information on this application form is, to the best of my knowledge, true, accurate and complete.

OWNER/APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I grant permission for members of the City of St. Joseph staff and appointed officials to enter the above described property for the purpose of gathering information related to this application.

OWNER/APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Date Received \_\_\_\_\_ \$200 Application Fee Paid \_\_\_\_\_

Submitted Materials: \_\_\_\_\_ Application Form \_\_\_\_\_ Appropriate Drawings \_\_\_\_\_ Written Statement

Application Accepted as Complete by: \_\_\_\_\_ Date Accepted \_\_\_\_\_

## **Questions for Applicants—Sign Variance Application**

***On a separate piece of paper, please answer all of the following questions and provide the following information:***

- 1. Please briefly describe your proposal: what would you like to do?***
- 2. Please enclose a dimensioned drawing showing the sign or signs you propose to install. Please provide other necessary dimensioned drawings of other signage on the property, and a site plan, as necessary to allow the Planning Commission to determine compliance under the Ordinance and to properly understand the request in context.***
- 3. From which standard or standards of the Sign Ordinance of the City of St. Joseph are you requesting a Variance?***
- 4. Please explain why the Planning Commission should conclude that your request meets the following ordinance standards, as it must do in order to approve any requested variance:***

***“SECTION 25-9. Variance.***

***“The planning commission shall have the power to vary or modify the application of any provision of this chapter when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of these provisions or the public interest, or when in its opinion the interpretation of the enforcing official should be modified or reversed. A decision of the planning commission to vary the application or any provision of this chapter or to modify the interpretation of the enforcing official, shall specify in what manner such variation or modification is made, the conditions upon which it is made and the reasons therefore.”***

***The City of St. Joseph Code of Ordinances is available on the City website, [www.sjcity.com](http://www.sjcity.com) , or from the Zoning Department. Signage is regulated under Chapter 25 of the Code of Ordinances.***