

CHAPTER 17

SIGN VARIANCE

SECTION:

12-17-1 SIGN VARIANCE

The Architectural Review Board shall hear and recommend requests for variances from the Village Sign Code.

A. Determination of Need for a Variance

It shall be the duty of the Department of Community and Economic Development, after an application for any sign permit, to determine and advise the applicant whether a sign variance is required for the application to be eligible for the issuance of a sign permit.

B. Conditions for Granting a Variance

A variance may be granted only when special circumstances involving size, shape, topography, location or surroundings affecting the property requiring a deviation from conformance with the provisions of this Title would not cause substantial injury to the value of other property in the vicinity or be detrimental to the public safety or welfare and the neighborhood in which it is located.

C. Procedure

1. Prior to filing a formal application for a Sign Variance, the applicant shall request a preliminary conference with the Community and Economic Development Department. At the pre-application conference, the applicant shall present all items as required in Paragraph E below.
2. An applicant for any sign permit that requires a variance shall apply to the Architectural Review Board for such variance through the Department of Community and Economic Development. The submittal shall include all items as required in Paragraph E below.
3. The Architectural Review Board shall schedule a public hearing for the request for a variance. Notice of public hearings on requests for variances shall be given no more than thirty (30) days nor less than fifteen (15) days before the hearing by publication in a newspaper of general circulation in the Village. Such notice shall include the time and place of the hearing, a general description of the contents of the request to be heard, and the address or location of the property to which the request applies.
4. The applicant shall provide written notice to all persons to whom the current real estate tax bills are sent, as shown on the records of the Vernon Township Assessor's office, for all lots any part of which lie within two hundred and fifty feet (250') of the property line of the lot for which an application has been filed.
 - a. Such written notice shall give the number, if any, assigned to the application, legal description, and common address of the parcel or parcels involved in the application, the place, and purpose (requested action) of the public hearing, and the date and time thereof. All such notices must be sent no more than thirty (30) days nor less

the character of the neighborhood and the applicable zoning district, and enhance the environment of the Village.

3. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
4. The exterior design features of the sign will not cause a substantial depreciation in the property values in the neighborhood.
5. The alleged difficulty or hardship is caused by this Title and has not been created by any persons presently having an interest in the property.
6. The conditions upon which an application for a variation is based are unique to the property for which the variance is sought, and are not applicable, generally, to other property within the same zoning classification.

E. Submittal Requirements

A uniform filing fee shall be paid to the Village Clerk upon filing of each application for variance as prescribed in the Comprehensive Fee Schedule as set forth in Chapter 15 of Title 1 of this Code. Additionally, all expenses incurred by the Village as a result of a request for a variance to the requirements contained herein shall be fully paid by the applicant for said variance.

At the time of the filing the application, the applicant shall provide copies as directed by the Department of Community and Economic Development of the following documents depicting exterior design features:

1. Fully dimensioned drawings which shall include the site plan, with the proposed location of the sign, and elevation site plans with.
2. Landscaping and screening plans, when appropriate.
3. Architectural renderings, in color, and specifications/dimensions for signs.
4. A statement as to kind, color, type and texture of materials.

All documents shall be drawn to scale.

F. Validity and Extension of Time

1. No order granting a variance shall be valid for longer than one (1) year from the date the approval was granted unless an application for building permit is filed with the Village's Building Official within such period or the use is commenced within such period.
2. The Village Board may grant one (1) extension of time not exceeding one (1) year, upon written application made within the initial one (1) year period, without further notice or hearing. The right to so extend said time shall not include the right to grant additional relief by expanding the scope of the variance.

G. Amendments to Approved Variances

Amendments to a variance may be obtained by application in the same manner as provided for an original variance.