



**CITY OF NAPERVILLE
T.E.D. BUSINESS GROUP**

SIGN VARIANCE APPLICATION

August 2011



Naperville

TRANSPORTATION, ENGINEERING, & DEVELOPMENT (TED) BUSINESS GROUP

Use this packet to request approval for variances from the City of Naperville's sign regulations, which may be viewed on the City of Naperville web site at www.naperville.il.us/municipalcode.aspx. Variances to the sign regulations are subject to a public hearing before the Planning and Zoning Commission and approval by the Naperville City Council. Questions may be directed to the City of Naperville Code Enforcement Team at (630) 420-6693

Sign Variance Process

1. Submit your completed application, including all materials documented in the submittal checklist. Once the completed application is accepted, a case number and project manager will be assigned.
2. Your completed application packet may be forwarded to city staff/departments (e.g. Utilities, Engineering) for review and comment. Copies of any comments will be provided to you by the project manager assigned to your case. Comments may necessitate revisions to site and signage plans.
3. Your sign variance application will be scheduled for a public hearing before the Planning and Zoning Commission. You will be notified of the hearing date approximately three weeks in advance.
4. Following a public hearing and recommendation by the Planning and Zoning Commission, your case will be scheduled for City Council consideration. You will be notified of the City Council date approximately four weeks in advance of the meeting.
5. Sign variances are subject to City Council approval. If City Council approves your variance request, you will need to obtain a sign permit before the sign is installed. There is a separate application and review process in order to obtain the sign permit.

Application Submittal

Packets will not be accepted and/or processed until all of the submittal requirements are met. Variance requests will only be scheduled for consideration by the Planning and Zoning Commission upon receipt of a completed application.

Sign Variance Submittal Checklist

Project Name: _____ Date: _____

Item	Quantity
<input type="checkbox"/> Sign Variance Application (see Exhibit A of this packet)	8 full-sized copies 1 reduced copy
<input type="checkbox"/> For monument signs: Plat Survey depicting any existing structures, proposed structures, additions, signs, and/or fences and the setbacks from lot lines to such improvements (drawn to scale).	8 full-sized copies (11x17 or larger) 1 reduced copy
<input type="checkbox"/> For wall-mounted signs: Elevation plans and site plan depicting the street graphics (drawn to scale).	8 full-sized copies (11x17 or larger) 1 reduced copy
<input type="checkbox"/> Drawing of proposed sign or signs drawn to scale with dimensions shown	8 full-sized copies (11x17 or larger) 1 reduced copy
<input type="checkbox"/> Legal description, street address and PIN: typed on an 8 ½" x 11" sheet of paper	1 copy
<input type="checkbox"/> Disclosure of Beneficiaries, <u>signed and notarized</u> (see Exhibit B).	1 original
<input type="checkbox"/> \$325 application fee and \$80 for the publishing of the Public Notice in the newspaper.	1 check made payable to City of Naperville

CITY OF NAPERVILLE APPLICATION FOR A SIGN VARIANCE

ADDRESS OF SUBJECT PROPERTY: _____

PARCEL IDENTIFICATION NUMBER (PIN) _____

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAYTIME PHONE: _____

E-MAIL ADDRESS: _____

OWNER OF PROPERTY: _____

OWNER'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

OWNER'S DAYTIME PHONE: _____

ZONING OF PROPERTY: _____

AREA OF PROPERTY (Acres or sq ft): _____

List Improvements on property (buildings, fences, pools, decks, etc.):

DETAILED DESCRIPTION OF VARIANCE (include relevant Section numbers of Municipal Code; attached additional pages if needed):

The above information, to the best of my knowledge, is true and accurate:

(signature of applicant) (date)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____

(Notary Public and Seal)

FINDINGS OF FACT FOR SIGN VARIANCES

The city will consider the reasonableness of a sign variance request as well as the extent to which it complies with the standards contained in Section 5-14-4:11 of the Naperville Municipal Code, which are listed below. Self-inflicted hardships or increased profit or property value are not sufficient justifications to warrant a variance. The recommendations prepared by staff and the Planning and Zoning Commission are prepared based upon the following standards. *You should review the standards and, if necessary, prepare written findings or other evidence to support your request.*

Standards For Variations: The Planning and Zoning Commission shall not recommend or grant a variation unless it shall make findings of fact based upon evidence presented at the hearing in any given case that:

- 1. The plight of the owner is due to unique circumstances and the proposed variation will not merely serve as a convenience to the petitioner, but will alleviate some demonstrable and unusual hardship which will result if the strict letter of the regulations of this Chapter were carried out and which particular hardship or practical difficulty is not generally applicable to other comparable signs or properties.**
- 2. The alleged hardship has not been created by any person presently having a proprietary interest in the subject sign (or property).**
- 3. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood.**
- 4. The proposed variation will not impair visibility to the adjacent property, increase the danger of traffic problems or endanger the public safety.**
- 5. The proposed variation will not alter the essential character of the neighborhood.**
- 6. The proposed variation is in harmony with the spirit and intent of this Chapter.**

I have reviewed the Standards for a Sign Variation and understand and acknowledge that my request will be considered based upon the extent to which it fulfills these standards. Further, I understand and acknowledge that I may be required to provide a written explanation detailing how my request fulfills these standards.

(signature of applicant) (date)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____

(Notary Public and Seal)

EXHIBIT A (continued)

**CITY OF NAPERVILLE
DISCLOSURE OF BENEFICIARIES**

In compliance with Ordinance 85-193, an Ordinance amending Title 1 (Administrative) of the Naperville Municipal Code, as amended, by adding Chapter 12 thereto requiring disclosure of certain interests by persons applying for permits, licenses, approvals or benefits from the City of Naperville.

1. Applicant: _____
Address: _____

2. Nature of Benefit sought: _____

3. Nature of Applicant (Please check one):

- | | | | |
|------------------------|--------------------------|------------------|--------------------------|
| a. Natural Person | <input type="checkbox"/> | d. Trust/Trustee | <input type="checkbox"/> |
| b. Corporation | <input type="checkbox"/> | e. Partnership | <input type="checkbox"/> |
| c. Land Trust/ Trustee | <input type="checkbox"/> | f. Joint Venture | <input type="checkbox"/> |

4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of applicant:

5. If in your answer to Section 3 you checked box b, c, d, e or f, identify by name and address each person or entity which is a 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

- a. _____
b. _____
c. _____
d. _____

6. Name, address and capacity of person making this disclosure on behalf of the applicant:

IMPORTANT NOTE: In the event your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each entity.

VERIFICATION

I, _____, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature: _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public