



**City of Monmouth  
Sign Permit Appeal and  
Variance Application**

*For official use only:*  
 Date: \_\_\_\_\_  
 Fee: \$ 150.00  
 Receipt No.: \_\_\_\_\_  
 Application No.: \_\_\_\_\_

**Applicant:**

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Mailing Address  
 \_\_\_\_\_  
 Phone #  
 \_\_\_\_\_  
 E-Mail  
 \_\_\_\_\_  
 City State Zip

**Title Holder:**

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Mailing Address  
 \_\_\_\_\_  
 E-Mail  
 \_\_\_\_\_  
 City State Zip

**Sign Company:**

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Mailing Address  
 \_\_\_\_\_  
 City State Zip

**Property Description:**

\_\_\_\_\_  
 Street Address  
 \_\_\_\_\_  
 Tax Lot Number Assessor Map  
 \_\_\_\_\_  
 Comprehensive Plan Designation  
 \_\_\_\_\_

Current Zoning

**Proposed Variance:**

The applicant is seeking a variance to the requirements of the Monmouth City Code Section(s) (cite applicable sections of Monmouth Sign Code, MCC Chapter 15.10).

**Application Procedure**

In accordance with Monmouth City Code (MCC) Section 15.10.130, the Planning Commission will receive, hear and rule upon appeals from denials of permits and requests for variances. The Planning Commission shall hold a public hearing on an appeal or request for variance.

**Prerequisites:** The Planning Commission will receive, hear and rule upon the sign variance. To request a public hearing the following information shall be submitted within thirty (30) days from the date of the City Planner’s decision denying a permit:

- A. **A scale drawing or photo representation 8 ½ x 11 inches or multiples thereof in size**, showing the size and location of proposed and existing signs on the property.
- B. **A scale drawing or photo representation 8 ½ x 11 inches or multiples thereof in size**, showing the graphic design of the proposed sign and including any structural and mechanical design and engineering data necessary to demonstrate the structural stability of the proposed sign.
- C. A detailed description of the proposed Sign Code Variance and specifically how it addresses the following Grounds for a Variance from MCC Section 15.10.130 (1). It is the sole responsibility of the applicant to provide adequate evidence upon which the Planning Commission can base a decision.

**Grounds for Variance:** A variance to the provisions of this Sign Code may be approved if the applicant demonstrates that the architectural design of the building, or the location of the building upon a building site, or other special circumstances that are so unusual or unique that a hardship will be created which will deny the applicant the same opportunity to erect a sign as other persons not burdened with such unusual or unique architectural design, building site, or other special circumstances would have. Franchise business sign requirements shall not be the sole grounds for a variance request.

- D. The following Sign Code regulations are not subject to variance:
  - 1. Prohibited signs (MCC 15.10.030, except as per MCC 15.10.020);
  - 2. Unsafe or illegal signs (MCC 10.050); and
  - 3. Sign design and construction standards (15.10.100).

**I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Signature

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Date

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Title Holder's Signature

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Date

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Title Holder's Signature

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Date

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For more information please contact:  
City of Monmouth Community Development Dept.  
151 Main St. W.  
Monmouth, OR 97361  
503-751-0147  
[www.ci.monmouth.or.us](http://www.ci.monmouth.or.us)