

Sign Permit Appeal and Variance Application

City of Monmouth

Date: _____

Fee: \$150.00

Receipt No.: _____

Application No.: _____

Applicant:

Name

Mailing Address

City

State

zip

Phone

E-mail

Title Holder:

Name

Mailing Address

City

State

Zip

Sign Company:

Name

Mailing Address

City

State

Zip

Location:

Street Address: _____

Tax Lot Number _____ Map _____

Description:

Comprehensive Plan Designation: _____

Current Zoning: _____

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.

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).

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. (Please attach)
- 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

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

**NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT.
INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.**

City of Monmouth Community Development Dept.
151 Main St W
Monmouth, OR 97361
503-751-0147