



Sign Variance Application

☐ **City of Albany** ☐ **Dougherty County**

Property Address: _____

Name of Property Owner(s): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

Please attach the following documents:

- Design and dimensions of the proposed sign
- A [owner's authorization form](#) (if the property owner and applicant are not the same.)
- A map showing the sign location (Only applicable to ground signs)
- [Affidavit of Multi-Message](#) (Only applicable on multi-message signs)
- Filing fees should be paid when submitting the application. (\$50 Filing Fee)

In reference to Sec. 4-80, standards for a variance are as follows:

- The variance request is due to unusual conditions pertaining to sign needs for a specific building or lot; and
- The variance would not create a hazard; and
- The variance would not be objectionable to adjacent property owners; and
- The variance would not adversely affect residential property through excessive glare and lighting; and
- The variance would be in keeping with the general character of the surrounding area; and
- The variance is in harmony with the general purposes and intent of the zoning code; and
- The applicant has established that there are practical difficulties in complying with the sign ordinance and that the property owner proposes to use the property in a reasonable manner not otherwise permitted. (Economic considerations alone do not constitute practical difficulties.); and
- The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
- The variance will not permit any use that is not allowed in the zoning district where the affected land is located; and
- The variance will not alter the essential character of the surrounding area.
- A variance cannot ask for more signs than otherwise allowed in a zoning district.

PLANNING & DEVELOPMENT SERVICES

Below the property owner/applicant should list the hardship:

A City variance application will be submitted to the planning and development director, who shall return a written decision within twenty (20) days that a completed application is filed. Approval or denial of this application shall be in writing with reasons for the decision. Approval of a variance may include such conditions as deemed necessary to comply with the standards for approval. Appeals shall be heard under the same time frames and rules governing appeals under Sec. 4-81.

I hereby authorize the Planning & Development Service Department staff to review the following documents. I also hereby depose and say that all statements herein, and attached statements submitted are true and accurate to the best of my knowledge and belief.

Signature of Applicant: _____

Sworn to and subscribed before me this _____ day of _____, 20 _____.

Notary Public: _____ My commission expires: _____.

(Planning & Development Staff Use Only)

Posting fee: _____ Date paid: _____ Receipt: _____

Planning Director Signature: _____ Date: _____

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