



CITY OF ALBION APPLICATION FOR SIGN VARIANCE
ZONING BOARD OF APPEALS (AMEND. 2013-06)
ALTER/EXPAND NON-CONFORMING SIGN
City of Albion Planning Department (517) 629-7189
SAFEbuilt for Building & Trade Permits (269) 729-9244

Application Instructions: Complete all sections of this form. Type or use black ink. No application will be considered submitted or processed by the Planning Department until a complete application and all required documents are received.

Required Documents:

Set of plans, drawn to scale in black line or blueprint, showing the:

- Exact location, size, and height of all signs on the lot,
- Location of sidewalks, public streets, and curb cuts.

Sign Variance Application, showing the following:

- Signature of applicant and owner, showing
- Specifying the requirements from which a variance is sought and the nature and extent of such variance,

Proof of payment of application fee:

Single Family/Home Occupation Fee:	\$175.00
Others, ex. Commercial:	\$175.00

Remember to contact **SAFEbuilt** office at **(269) 729-9244** to see what Building Permits may be necessary for your sign.

FOR OFFICE USE ONLY

Permit #:

20 -

Stamp here for "Date Received"

Received by:

Deposit to Account: #101-400-483.00

Stamp here for "Paid"

Amount:

Stamp here for "Approved/Deny"

Date

1. Property Information:

Property Zoned:

Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i>		Parcel Number
Zoning District	Parcel Type: ☐ Residential ☐ Commercial	☐ Industrial ☐ Other (describe)

2. Owner Information:

Name: <i>Include Contact Person If Applicable</i>		Phone
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i>	City, State Zip Code:	

3. Applicant Information:

Name: <i>Include Contact Person If Applicable</i>		Phone
Street Address: <i>Use Complete Street Address, e.g. 101 North Main Street</i>	City, State Zip Code:	

4. Project Information:

Improvement Type ☐ Free-Standing Sign ☐ Wall Sign ☐ Directional Sign ☐ Alteration ☐ Repair ☐ Relocation ☐ Other <i>Explain</i>		Proposed Use ☐ Commercial ☐ Industrial ☐ Single Family Residential ☐ Multi-Family Residential ☐ Professional ☐ Educational Describe the exact nature of the proposed use:
Structural Frame <i>Check all that apply</i> ☐ Steel ☐ Concrete ☐ Masonry ☐ Wood ☐ Other		Exterior Walls <i>Check all that apply</i> ☐ Steel ☐ Concrete ☐ Masonry ☐ Wood ☐ Other
Are there any structural assemblies that are fabricated off site? ☐ Yes ☐ No		
Street Frontage (feet)		
Front Setback (feet)		
Rear Setback (feet)		
Left Setback (feet)		
Right Setback (feet)		
Est. Start Date		Est. Finish Date

5. Variance Request

Explain the exact nature of the variance requested, include reference to all relevant sections of the zoning ordinance. Explain how the proposed variance meets the criteria outlined by Section 30-79(e) of the Albion Zoning Ordinance. Please attach additional pages.

- (1) **Section 30-275(c):** Application of the Variance Power. A variance may be allowed by the Board only in cases involving practical difficulties or unnecessary hardships when the evidence in the official record of the variance request supports all the following affirmative findings:
- a. That the alleged hardships or practical difficulties, or both, are peculiar to the property of the person requesting the variance and result from conditions which do not exist generally throughout the City.
 - b. Because of special conditions applicable to the sign, building, or property in question, the provisions of this section, if strictly applied, would result in unnecessary hardship, and
 - c. The granting of an exception would not be contrary to the public health, safety, and welfare, and
 - d. The granting of an exception would result in substantial justice to the property owners, the owners of property in the area, and the general public.

6. Certification

I hereby certify that I am the owner of record of the named property, and I agree to conform to all applicable laws of this jurisdiction. In addition, I agree to allow members of the Zoning Board of Appeals and Planning Department staff to inspect the site as a part of the consideration of this request. I hereby affirm that if this variance is granted, I will comply with all general and specific special-use conditions required by the Planning Commission under the zoning ordinances. However, I retain the right to decline the variance if I find those conditions unacceptable. Finally, should a variance be granted, I shall apply for and receive all applicable permits before beginning any construction.

Signature of Owner :	Phone	Date
Street Address:	City, State, Zip Code	

I hereby certify that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant:	Phone	Date
Street Address:	City, State, Zip Code	

7. Evaluation and Determination

PUBLIC NOTICE

<i>Public Notice in Newspaper</i>	<i>Letter to Nearby Properties</i>	<i>Public Hearing Date</i>
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PUBLIC HEARING

<i>Zoning Board of Appeals Recommendation (In Favor, Opposed)</i>	<i>Date Applicant was Notified of ZBA Decision</i>
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PLANNING DEPARTMENT APPROVAL/DENY

<i>Signature</i>		<i>Date</i>
<i>Notes</i>		<i>Stamp</i>

Notes: