

SIGN VARIANCE

Application Packet

- Notice to Applicant
- Questions, Answers & General Information
 - Application Form
 - Checklist
- Regular Sign Application also attached

*City of Greenland
Planning Division
8 E. Ross
P.O. Box 67
Greenland, AR 72737*

**SIGN VARIANCE PERMIT APPLICATION
SUPPLEMENT SHEET**

NOTICE:

BEFORE SUBMITTING YOUR APPLICATION...

It is the Applicant's responsibility to review Section 9.12 ("Sign Code") of the Greenland Municipal Code for all guidelines and terms of compliance to ensure that you are requesting a sign which will be permitted in the zoning district for which you are requesting.

If you are putting up a sign that does not fall within the guidelines of the Greenland Municipal Code, you must submit a regular sign application in conjunction with this variance application. (The regular sign application is included with this packet for your convenience.)

If the reason for this request is because you submitted a sign application which was denied by the Sign Administrator, you must attach a copy of the sign application that was denied.

If you have questions, or need further information before submitting your application, please contact City Hall (479)-521-5760.

SIGNS (Questions, Answers, and General Information)

NOTE: This is for informational purposes only– it is the Applicant's responsibility to review the applicable sections of the Greenland Municipal Code for terms of compliance.

When do I need a permit?

- For a complete listing of signs allowed without permits, see Sections 2.01b and 2.03
- For a complete listing of signs requiring permits, see Section 2.02, 2.04
- A **Sign Permit Application** must be completed for the erection or posting of any sign which, pursuant to Greenland Municipal Code Section 9.12 “Sign Code”, requires a permit.
- A **Banner Permit Application** must be completed for the placement or posting of any commercial banner (as defined in the Greenland Municipal Code Section 9.12 “Sign Code”).

NOTE: Garage/yard sales require a “no-fee” permit. See Section 2.04 for details.

Political signs require a “bond” to be posted. See Section 2.03(4)(c) for details.

Can I Put Up Any Kind of Sign?

NO... See Section 2.01a “Signs Prohibited” for details.
See Section 2.01b, 2.03 for “Permitted Signs”
See Section 2.04 for “Garage/Yard Sale” sign requirements
See Section 2.05 for construction and maintenance requirements
See Section 3.01 through 3.06 for guidelines

SIGN PERMIT APPLICATION PROCESS:

Completed application, applicable fee and all required supporting documentation, must be submitted to City Hall, **ON OR BEFORE the 20th of the month.** Once received by City Hall, the matter will be placed on the next regularly scheduled Planning Commission agenda (1st Monday of the month).

See the “Greenland Planning Commission Scheduled Meeting Dates” for dates.

For any sign requiring a permit, you may obtain an application at City Hall. The Applicant must be present at the Planning Commission meeting in order for the application to be reviewed and a decision to be made. If the Applicant is not present, the Planning Commission may either table the application until the following month, or deny the Application in its entirety.

If the Applicant believes they will need a variance, the Applicant must fill out and submit the regular application, **AND** a Sign Variance Application, as well as all applicable fees and documentation as required on both applications.

BANNER PROCESS:

1. Requests for a banner shall be made by submitting a fully-complete "Application for Banner Permit" form to the City Clerk along with the applicable banner permit fee of \$25.00.
2. Once the Application and Fee has been submitted to the city clerk, the city clerk will then place the business' "request for banner permit" on the agenda for the next regularly-scheduled Planning Commission meeting (*held the first Monday of each month at 6:30 p.m. at City Hall*).

NOTE: In order to be placed on the next regularly-scheduled meeting, all paperwork must be submitted before the cutoff date established by the Planning Commission for placing items on the agenda. You may refer to the attached "Greenland Planning Commission Scheduled Meeting Dates" for dates. Any request received after the cutoff date shall not be reviewed by the Planning Commission until the following month's regularly-scheduled meeting.

3. After the Planning Commission has reviewed the request and application, the permit request shall either be approved, approved conditionally, or disapproved. If the request is approved conditionally, the required conditions shall be stated to the Applicant and noted on the Application. If the application is denied, the reason for denial shall be stated to the Applicant and noted on the Application.
4. Once the Application has been signed by the Planning Chairman:
 - a. a copy shall be given to the Applicant;
 - b. the original shall be given to the City Clerk for filing in city records;
 - c. a copy shall be forwarded to the Sign Administrator for his/her records

BANNER GENERAL GUIDELINES/REQUIREMENTS

1. A **maximum of two (2) outside banners** may be displayed **at the same time** for each business. If two (2) banners are requested to be displayed at the same time, the **single permit fee of \$25.00 shall cover both banners.**
2. A single-sided banner constitutes one (1) banner;
A double-sided banner constitutes one (1) banner;
Two single-sided banners constitutes two (2) banners;
Two double-sided banners constitutes two (2) banners
3. The maximum square footage of any banner side may not exceed 24 square feet
4. The issued banner permit shall be valid for any period not exceeding eight (8) weeks. The use of any outdoor banner shall not continue for more than eight (8) consecutive weeks

5. Upon the expiration of the banner permit, there shall be an eight (8) week “downtime” where no banner permits shall be issued and no banners may be displayed. Any time after the eight (8) week “downtime”, the business may apply for another banner permit and may repeat the “8weeks-on/8weeks-off” cycle.
6. The owner or person in possession of a banner in violation of Section 2.05 shall remove the same upon order of the Building Inspector or authorized Code Enforcement Officer.
7. For the purposes of these guidelines, any portion of any day in which a banner is displayed shall be counted as one full day.

NOTE: Businesses not removing banners within the approved time frame shall be subject to citation by the City’s Code Enforcement Officers



City of Greenland
 Planning Division
 8 E. Ross
 P.O. Box 67
 Greenland, AR 72737
 Ph#521-5760 / Fax #521-7780

*****SIGN VARIANCE*****

For Office Use Only:	FEE: \$ _____
Date Application Submitted: _____	
Date Accepted as Complete: _____	
Case/Appeal Number: _____	Zone: _____
Public Hearing Date: _____	

Please fill out this form completely, supplying all necessary information and documentation to support your request.

*****Your application will not be placed on the Planning Commission's agenda until this information is furnished.*****

APPLICATION

Indicate one contact person for this request:

Applicant

Representative

Applicant (person making request):

Representative (Engineer, Surveyor, Realtor, Etc)

Name: _____

Name: _____

Address: _____

Address: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Site Address/Location: _____

Current Zoning District: _____ Assessor's Parcel # for Subject Property: _____

THIS APPLICATION, AND ALL REQUIRED SUPPORTING DOCUMENTATION, MUST BE SUBMITTED BEFORE THE 20TH IN ORDER FOR THE REQUEST TO BE HEARD AT THE NEXT REGULARLY SCHEDULED PLANNING COMMISSION MEETING.

THE PLANNING COMMISSION HEARS THE REQUEST AND MAKES AN INITIAL DETERMINATION AS TO WHETHER THE VARIANCE SHOULD BE GRANTED. THIS DECISION IS PRESENTED TO THE CITY COUNCIL AT THEIR NEXT REGULARLY SCHEDULED MEETING.

THE PLANNING COMMISSION MAY ONLY MAKE A FAVORABLE RECOMMENDATION WHEN THE APPLICANT/REPRESENTATIVE HAS ESTABLISHED SUFFICIENT CRITERIA LISTED ON THE FOLLOWING PAGE. PLEASE ANSWER EACH QUESTION AND PROVIDE SUPPORTING DOCUMENTATION :

Please describe how the requested variance meets the following criteria:

1. The proposed sign shall not adversely impact the adjacent property (visibility, size, etc).

2. The proposed sign shall be of a unique design or configuration.

3. The special exception is needed due to restricted area, shape, topography, or physical features that are unique to the property on which the proposed sign would be erected.

4. The special exception will substantially improve the public convenience and welfare and does not violate the intent of the Sign Ordinance.

5. How will the proposed signage be compatible with the aesthetics, mass, bulk and character of the existing and potential signage on adjoining properties in the general vicinity?

6. Is this request for the "minimum" amount of variation from the Code requirements as possible? Why or Why Not? _____

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

Name (printed): _____ Date: _____

Signature: _____

PROPERTY OWNER(S) / AUTHORIZED AGENT:

I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

Owners (attach additional information if necessary):

Name (printed) _____ Address: _____

Signature: _____

Date: _____ Phone: _____

Name (printed) _____ Address: _____

Signature: _____

Date: _____ Phone: _____

CHECKLIST: You must submit **an original application + 5 copies, with all supporting documentation attached to each copy.** Submit the following:

- Completed sign variance application form**—(one sign per application)
- Completed sign application form** (regular sign application and applicable fee must be submitted in addition to the variance application)
- Proof of ownership:** documentation showing you are the owner of the property where the proposed sign will be. If you are not the property owner, you must present **written consent, signed and notarized**, from the property owner authorizing this application.
- Provide a detailed drawing (or photograph)** of the proposed sign
- Provide a scaled elevation drawing of the building and exact location of sign on building** if the proposed sign is a wall, awning, under canopy, projecting blade, or roof sign
- Provide a site plan of the subject property.** Show the location of the proposed sign. Indicate the distance from the property lines for a freestanding sign
- Provide photographs or drawings of the subject property**, including the area surrounding the property. Photographs shall be a minimum of 4"x6", labeled as to the views shown
- Any other supporting documentation** you believe is applicable to the request

Other:

- Application fee (per application)**
- Make sure to provide a sufficient explanation on page 2 of the application regarding why the variance is being requested. Attach additional pages if necessary**

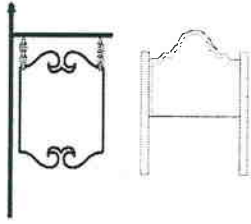
Planning Commission meetings are held on the first Monday of each month and begin at 6:30p.m. at City Hall, 8 E. Ross, Greenland, Arkansas.

PLEASE NOTE THE CUTOFF DATE FOR THE MEETINGS YOU WISH TO ATTEND!

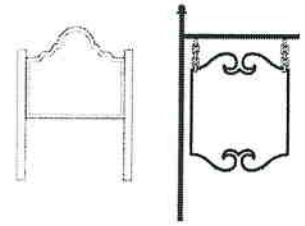
The cutoff date for all agenda item submissions is the 20th of each month. If the 20th fall on a weekend, the submissions must be received by close of business FRIDAY preceding the weekend.

No submissions will be accepted after the 20th for scheduling on the next agenda.

For any questions, please contact City Hall
521-5760



City of Greenland
 Planning Division
 8 E. Ross
 Fayetteville, Ar
 Ph#521-5760 / Fax #521-7780



SIGN PERMIT APPLICATION

Sign Site Address: _____ Zip: _____
 Is the sign on site? _____ Is the sign joint identification? _____

Property Owner Signature: _____

Please **PRINT** all requested information:

General Information:	
Name of Business:	Bus. Phone #:
Business Owner:	Home Phone:
Business Owner Address:	Zip:
Business Owner Email Address	
Property Owner:	Contact #:
Property Owner Address:	Zip:
Property Owner Email Address	
Sign Contractor:	Contact #:
Contractor Address:	Zip:
Contractor Email Address (if applicable):	

Please Circle: New Sign / Alteration to Sign / Addition to Sign / Move Sign

Is sign for new building? **Yes / No**

Is sign for a new business in an existing building? **Yes / No**

Has the business registered with the City (obtained business license) **Yes / No**

If this is an alteration, addition, or movement to existing sign(s), specify:

Setback from right-of-way for freestanding or monument sign? _____

Setback from nearest property line _____

Type of display surface? _____

Type of support provided/description? _____

Please specify the illumination: **Neon / Fluorescent / Direct / Indirect / None**

If the sign is electrical, list the UL #'s _____

Electrical Application Number (if applicable) _____

Continued on Next Page

THE FOLLOWING INFORMATION MUST BE INCLUDED BEFORE A PERMIT CAN BE ISSUED:

1. Color elevation or picture of sign with dimensions (width, height) and type of mounting including the materials in which the sign will be mounted. Elevation or photo shall convey the wording on the sign.
2. **Wall Only Sign:** Elevation/photo of wall showing location of proposed sign, wall dimensions, and all other signs on wall.
3. **Freestanding, Monument, Joint ID, Projecting Area:** Site plan indicating location of sign (see site plan requirements).

Proposed Sign(s) Information: List each sign type below: Wall, Freestanding, Monument, Joint ID, Projecting Area, or specify if other:

Type Sign	Cost of Sign	Illumination	Height from Ground	Width	Length	Area	Fee:
1.							\$
2.							\$
3.							\$

Existing Sign(s) Information (include photograph):

List each sign type below: Wall, Freestanding, Monument, Joint ID, Projecting Area, or specify if other:

Type Sign	Cost of Sign	Illumination	Height from Ground	Width	Length	Area	Fee:
1.							\$
2.							\$
3.							\$

Master Electrician shall obtain an electrical permit for power wiring before permit will be approved.

This permit becomes null and void if work or construction authorized is not commenced within six months, or if construction of work is suspended or abandoned for a period of six months at any time after work is commenced.

I certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction.

*****It is the Applicant's responsibility to comply with all Greenland Municipal Codes, a copy of which is maintained at City Hall*****

Applicant Signature _____ Date: _____

Planning Division (for official use only)		
Zoning: _____	All necessary permits obtained? YES NO (Building, Electrical, etc.)	Plat Page _____
Nonconforming Section: _____		
In Conformance with Section: _____		
_____	_____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Planning Official Date		
Comments: _____ _____ _____		