



Date: _____

Application To
City of Alma, MI
Zoning Board of Appeals

For: **Variance from the Sign Ordinance**

Instructions to Applicant: (Requirements)

- (a) Application must be accompanied by a fee of \$100.00
- (b) Application must be accompanied by:
 - (1) Plans drawn to a readable scale of sign in question. (Note: A photo of sign would be acceptable.)
 - (2) Site Plan showing the location of the proposed sign plus all existing structures and above ground utilities. This should include measurements from the sign to property lines and other adjacent structures.
- (c) Application must be complete in every respect before it will be considered by the Board of Appeals.

1. Name of Applicant: _____

2. Address of Applicant: _____

Telephone #: _____ Fax #: _____

E-mail: _____

3. Description of the sign's and property's use: _____

4. Property is currently zoned: _____

5. The Board of Appeals shall only grant a variance from the Sign Ordinance if the following conditions exist:

- (1) That there are special circumstances or conditions fully described in the findings applying to the land, buildings or sign for which the variance is sought, which circumstances or conditions are peculiar to such land, building, or sign and do not apply generally in the neighborhood and further, that the strict application of the provisions of this ordinance would deprive the applicant of the right to erect and maintain a reasonable sign upon his premises.
- (2) That the granting of such variance will constitute no unnecessary hazard to the safety or welfare of any person, persons, or public in general.
- (3) That the granting of the variance will be in harmony with the general purpose and intent of this ordinance.

6. Please attach or provide in the space below a written explanation or your reason for the variance request. This explanation should address how you feel your request meets the requirements for granting a variance as listed above in line number 5.

7. We (will / will not) have authorized representative attend the public hearing. NOTE: Such representative should be prepared to provide any further information required by the Board of Appeals.

Applicant (Owners) or Authorized Agent's signature: _____

TO BE COMPLETED BY THE CODE ENFORCEMENT OFFICER:

Explanation of the reason and/or violation behind the applicant's sign variance request:

Enforcement Official