SIGN ORDINANCE VARIATION APPLICATION

INSTRUCTIONS

This application must be completed and submitted to the Building Division a minimum of one week prior to a meeting of the Sign Review and Appeals Board (SRAB).

The SRAB meeting is held on the second Thursday of every month.

THE DATA SHEET MUST GIVE ALL REQUESTED INFORMATION.

THE VARIATION STANDARDS FORM MUST ADDRESS ALL FOUR (4) STANDARDS BY WHICH THE SRAB MAY GRANT A VARIATION.

KINDLY ALSO FURNISH:

1. Completed Application (2 pages)
2. Drawings of the sign(s) including sign + lettering dimensions and the mounting height of the sign. Also indicate if the sign is illuminated or not illuminated and source of illumination.
3. Photos of the adjacent property for which a variation is being requested must be submitted as part of the application.
4. If wall sign variations are requested, scale elevations of the building showing the sign size and lettering must be submitted.
5. If free standing sign variations are requested, a plot plan of the property showing the sign dimensioned location on the property with distances given for the sign from property lines and driveways.

Submit ten (10) copies* of the applicable items 1 – 5 and the variation application together with a check in the amount of $175.00 made payable to the City of Evanston for the variation hearing filing fee.

*All materials must be folded to be in 8-1/2 11 format, collated and clipped together.

SUBMIT THE TEN (10) PACKETS TO:

City of Evanston
Building and Inspection Services Division
2100 Ridge Avenue, Room 3203
Evanston, IL 60201
Attn: Walter Hallen
DATA SHEET
SIGN ORDINANCE VARIATION APPLICATION

PLEASE PRINT OR TYPE

Building Address: __________________________________________________

Building Owner’s Name: _____________________________________________

Building Owner’s Address: ___________________________________________

Type of Business: __________________

Type of Sign: □ Wall   □ Free Standing   □ Window   □ Awning, Canopy

Illumination of Sign: □ Non-Illuminated   □ Illuminated

Sign Contractor’s Name: ____________________
Sign Contractor’s Phone: ___________________
Sign Contractor’s Address: __________________

Variation(s) Requested (See Sign Ordinance):
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

_________________________________     ____________________________
Applicant/Agent Signature                   Property Owner Signature

______________               ________                __________________________
Applicant/Agent Signature                   Property Owner Signature

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VARIATION STANDARDS

Variations may be approved to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of the sign as intended by the Sign Regulations Chapter 12. No variation shall be granted unless the Board makes findings of fact with regard to each of the following standards.

1. Hardship: The proposed variation will alleviate some demonstrable and unusual hardship that arises due to factors including, but not limited to, location, site configuration, and/or building configuration.

2. Reasonable Return: The proposed variation will contribute to a reasonable return from the business advertised.

3. Not Harm Public Welfare: The proposed variation will not be materially detrimental to the public welfare.

4. Consistent with Intent: The proposed variation promotes the purpose of the Sign Regulations set forth in Chapter 12 Section 2.