

**CITY OF EVANSTON**

**SIGN ORDINANCE VARIATION APPLICATION**

**INSTRUCTIONS**

This application must be completed and submitted to the Building Division a minimum of two weeks 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 SHEETS (Pages 2 + 3 of the application) MUST GIVE ALL REQUESTED INFORMATION. THE VARIATION STANDARDS FORM MUST ADDRESS ALL SIX (6) STANDARDS BY WHICH THE SRAB MAY GRANT A VARIATION. KINDLY ALSO FURNISH:***

1. Completed Application (3 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 items 1 – 5 and the variation application** together with a check in the amount of **\$165.00 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 Division  
2100 Ridge Avenue  
Evanston IL 60201  
(847) 866-2932***

**CITY OF EVANSTON**  
**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):**

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Signature-Applicant/Agent      Date

Signature-Owner of Property      Date

*Applicant/Agent*  
Phone

*Property Owner*  
Phone

## **VARIATION STANDARDS**

Variations shall only be approved to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the ordinance. Note in all six (6) areas how you meet the particular standard. No variation shall be granted unless the Board finds that the petition meets each of the following standards:

**1. Unique Hardship** - The proposed variation will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship which would result if the strict letter of the regulations were carried out and which is not generally applicable to other property within the City.

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**2. Reasonable Return** - The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the sign regulations.

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**3. Not Self Created** - The alleged hardship has not been created by the petitioner or any person presently having a proprietary interest in the premises.

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**4. Not harm Public Welfare** - The proposed variation will not be materially detrimental to

the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not be itself, or with other signs, contribute to the creation of visual distraction which may lead to personal injury or a substantial reduction in the value of property.

5. ***Graphic Effectiveness Demonstrated*** - The petitioner has demonstrated that all reasonable efforts (utilizing color, contrast, lettering legibility, illumination, and graphic composition) have been made to increase the reading effectiveness of the proposed sign within the normal requirements of the sign regulations.

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6. ***Consistent With Intent*** - The proposed variation is in harmony with the intent, purpose, and objectives of the sign regulations.

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