



City of Stanwood Sign Variance Submission Requirements CHECKLIST

Permit No:	
Fee:	
Date:	

Applicant Name:
Address of Sign location:
Name of Business:

A sign variance can be granted by the Community Development Director in three situations:

1. Setbacks, Area or Height
 - a. Less than required setback or
 - b. Increase in the area or height of a sign by up to 50 percent of the maximum allowable height or area based on the following finding: *the unusual shape or topography of the property in question prevents signage allowable under the provisions of these standards from adequately identifying the business or other activity located on such property.*
2. Off-Site Signage
 - a. Limited to when the business has no other visible alternative for the placement of signage, as determined by the community development director.
3. Roof Signage. The Community Development Director may grant a variance to allow roof signs when the business has no other alternative for the placement of signage. Such approval shall be granted based on the finding that no alternatives are available to the applicant other than roof signage. If roof signage is permitted, it shall conform to all requirements and guidelines for signs.

Req'd Rcv'd

1.		Master Permit Application, original of this completed checklist and fees.
2.		A written description of the type of variance requested and the reason the variance is needed.
3.		If requesting a roof sign, or off site sign variance, submit documentation showing why you think there is no alternative to the proposed placement of the requested sign.
4.		If requesting a setback, height or area variance submit documentation showing how you think the unusual shape or topography of the property prevents a sign designed to the code standard with no variance from adequately identifying the business.
5.		Three (3) copies of the sign plan: <ul style="list-style-type: none"> • Draw to scale and show dimensions and distances. • Show the building, street, and any obstructions or physical features of the site that have bearing on the description. • Show sign placement on the building and/or lot
6.		Any other information that you feels substantiates your request

The City may require additional information. The applicant will be notified in writing if additional information is necessary.

Community Development Director or Representative

Date