

PROCESSES for PLANNING and ZONING

POLE SIGN VARIANCE: 405.330 Pole Sign Height and/or Area

May be submitted by any person aggrieved.

Approval Process: Planning and Zoning Commission and Board of Aldermen

Submit for review, with completed application and required documentation

PROCESS

1. Pre-filing review of Variance by; Building Commissioner, Zoning Officer, and Public Works Director. \$125 filing fee and a \$300 deposit for publication fee (difference refundable or due). Generally required 45 days prior to Planning and Zoning Commission meeting for review, revisions, and publication.
2. Filing with City Clerk by City Staff.
3. Staff generates "Public Hearing Notice" and "Sign Variance Report".
4. Planning and Zoning meeting. **First Thursday of each month at 7:00 PM.**
"Public Hearing". "Open Meeting".
Planning and Zoning Commission review of Variance Request.
Planning and Zoning Commission Recommendation.
5. Board of Aldermen 1st meeting. **First and Third Tuesday of each month at 7:30 PM.**
"Public Hearing". "Open Meeting".
Review of Variance Request. Approve/deny Planning and Zoning Commission recommendation..

PROCESSES for PLANNING and ZONING

SIGN VARIANCE: 405.330

May be submitted by any person aggrieved.

Approval Process: Board of Adjustments.

Submit for review, with completed application and required documentation

PROCESS

1. Pre-filing review of Variance by; Building Commissioner, Zoning Officer, and Public Works Director. Three copies of drawings required. \$125 filing fee and \$300 deposit for publication fee (difference refundable or due).
2. Filing with City Clerk.
Generally required 45 days prior to Planning and Zoning meeting date to meet publishing requirements. Five copies of reviewed drawing required.
3. Staff generates "Public Hearing Notice", and notifies adjacent property owners within 300 feet of property in question. List of adjacent property owners to be provided by applicant.
4. Staff generates "Sign Variance Report" for Board of Adjustments.
5. Board of Adjustment meeting. **First Thursday of each month at 7:00 PM.**
"Public Hearing", "Open Meeting", Board Review of request.
Board of Adjustments Approved/denied.
6. Approved. Signature of Board of Adjustments secretary.

CITY OF WARRENTON, MISSOURI

APPLICATION FOR SIGN VARIANCE 405.330

Date: _____

APPLICANT INFORMATION

Please Print

Name: _____

Address: _____

Phone: _____

SIGN VARIANCE INFORMATION

1. **Company Name:** _____
Address: _____

2. **Number of Signs:** _____

3. **Location of Sign(s):** _____

4. **Type of Sign:** _____

5. **Dimension of Sign(s):**
Height: _____ **Width:** _____ **No. of Sides:** _____

6. **Material:** _____

7. **Installer:** _____

8. **Extreme Height:** _____ (including all support structure)

9. **Particulars of Variance Requested:** _____

10. **List of names and addresses of adjacent property owners within 300 feet of property in question. List to be provided by applicant.**

This application is required City Sign Regulation Section 405.330 "APPEALS AND VARIANCES".

Attach drawings showing locations, dimensions, etc.

Applicant Signature

Date

For Office Use Only:

Meeting Date: _____

Z.O.: _____

B.C.: _____

P.W.D.: _____

APPROVED _____

DISAPPROVED _____