



APPLICATION for SIGN VARIANCE

Board of Zoning Adjustment

MAILING ADDRESS:

Board of Zoning Adjustment
Post Office Box 1827
Mobile, Alabama 36633
Phone: (251) 208-5895; Fax: (251) 208-5896

LOCATION:

Mobile Government Plaza
205 Government Street
Third Floor - South Tower
Mobile, AL 36644

GENERAL INFORMATION

The **applicant** (or agent) and the **user (s)** of the property must be present at the hearing.

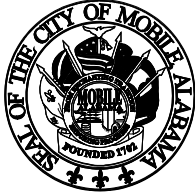
FILING FEES

Application Fee.....\$200.00
Each Additional Request.....\$25.00
Postage FeeFirst Class Postage for each address label
Notification Fee.....\$1.00 per address label
Computer Usage Fee\$ 1.00

**ALL DOCUMENTS MUST BE FILED IN TRIPLICATE WITH THE
PLANNING SECTION STAFF, MOBILE GOVERNMENT PLAZA,
205 GOVERNMENT STREET, THIRD FLOOR, SOUTH TOWER.**

The application must **be completely and accurately filled out** and accompanied by **all** the required documents as listed on the application form. Inaccurate or incomplete information will delay the processing of your request. (The hearing date can only be set after the application and all required documents have been submitted and found to be accurate. For this reason it is best to file an application as early as possible.)

Applications may be submitted between 8:00 a.m. and 12:00 noon. Monday through Friday (holidays excluded). Applications will be placed on the Board of Zoning Adjustment Agenda according to the Deadline Schedule adopted each fiscal year.



THE UNDERSIGNED PETITIONS
THE BOARD OF ZONING ADJUSTMENT TO HEAR AND
DETERMINE THIS APPLICATION FOR:

**A SIGN VARIANCE FROM THE ZONING ORDINANCE WHICH REQUIRES/
ALLOWS:**

NAME OF APPLICANT/AGENT _____

Address: _____ Zip _____

Email Address: _____

Phone Number (Daytime): _____

PROPERTY OWNER: _____

Address: _____ Zip _____

Email Address: _____

PROPERTY ADDRESS: _____

PROPERTY LOCATION: _____

(nearest intersection, etc.)

PARCEL NUMBER: _____

PROPERTY USE: (current) _____

(vacant, residence, grocery, dentist office, etc.)

LOT SIZE: _____ x _____ feet = _____ Total square feet

SINGLE-TENANT SITE _____ MULTI-TENANT SITE _____

REQUIRED DOCUMENTS

NOTE: THESE DOCUMENTS MUST BE SUBMITTED WITH APPLICATION.

1. **PHOTOGRAPHS:** Submit seven (7) to ten (10) snapshots showing the existing buildings and wall and free-standing signs, as well as areas in which any proposed signs are to be located.
2. **SITE PLAN:** Obtain a site plan showing the property boundaries, easements, and all improvements thereon. The plan must also show all signs, existing and/or proposed, free-standing and/or building (including information relating the location, height and square footage).
3. **ELEVATION:** Sketch the front and side views of the structure(s) with dimensions. Indicate any existing or proposed signs, giving any applicable dimensions. Include a sketch or drawing of all free-standing signs, giving all applicable dimensions.
4. **LEGAL DESCRIPTION:** Provide a copy of the legal description of the property in question (either a copy of the deed, or a copy of a legal description from a survey).

NEIGHBORING PROPERTY OWNERS

Attach a list of the names and addresses (**including zip codes**) of the owners of every parcel, or portion of a parcel, that is within 300 feet of the property lines of the property involved in this appeal (**postage fee required for each**). This information may be obtained from the latest assessment records of the County Revenue Commissioner’s Office located in the plat and map room thereof. **ALL property ownership information provided for notification MUST be verified through Probate Court records.**

Each name and address must be TYPED on a standard size (approximately 1” x 2-5/8”) white self-adhesive label. Include one (1) label with the APPLICANT’S name and address, plus one (1) label with the OWNER’S name and address (if applicant and owner differ). A PHOTOCOPY OF THE TYPED LABELS MUST ALSO BE SUBMITTED. (Please use 8-1/2” x 11” sheets of labels).

Failure to provide a complete and accurate list will delay your request.

Attach a brief narrative which addresses each of the following questions/statements:

1. The purpose of this application is to allow:
2. What are the conditions, items, facts or reasons which prevent you from complying with the requirements of the Zoning Ordinance?
3. How did the conditions, items, facts or reasons which prevent you from complying with the requirements of the Zoning Ordinance occur?
4. How is this property different from the neighboring properties?

I (we) **certify** that all the above statements and the statements contained in any documents, attachments or plans submitted herewith are **true and accurate representations of information relating to this application and the property involved in this application.**

Applicant Date

Property Owner(s) Date

**CHECKLIST
(SIGN VARIANCE APPLICATION)**

- _____ THREE COPIES OF COMPLETED APPLICATION
- _____ LEGAL DESCRIPTION OF SITE IN QUESTION (FROM DEED OR SURVEY, NOT A TAX ASSESSMENT DESCRIPTION)
- _____ PARCEL NUMBER
- _____ THREE COPIES OF SURVEY AND SITE PLAN SHOWING ALL INFORMATION LISTED ON THE APPLICATION (DRAWN TO SCALE)
- _____ ADDRESS LABELS FOR PROPERTY OWNERS, APPLICANT AND/OR OWNER. (PLEASE DO NOT SUBMIT ADDRESSED ENVELOPES)
- _____ ONE PHOTOCOPY OF ADDRESS LABELS
- _____ SIGNATURE OF PROPERTY OWNER OR LETTER AUTHORIZING APPLICANT TO SUBMIT APPLICATION
- _____ SEVEN TO TEN SNAPSHOTS SHOWING THE EXISTING BUILDINGS AND WALL AND FREE-STANDING SIGNS, AS WELL AS AREAS IN WHICH ANY PROPOSED SIGNS ARE TO BE LOCATED.
- _____ APPLICATION FEE, NOTIFICATION FEE, AND POSTAGE FEE

ALL OF THE ABOVE DOCUMENTS MUST BE SUBMITTED FOR AN APPLICATION TO BE PROCESSED. INCOMPLETE OR INACCURATE INFORMATION WILL DELAY THE PROCESSING OF YOUR REQUEST.

**IF YOU HAVE ANY QUESTIONS,
PLEASE CALL (251) 208-5895**

"NOTIFICATION REQUIREMENTS

Effective January 1, 2007, ALL property ownership information provided for notification MUST be verified through Probate Court records. This new policy, which is the result of an Alabama Court Decision, will ensure proper legal notification of the current owner if the property has sold since the last assessment records. It is the applicant's responsibility to verify this information; and failure to do so may cause delays in processing or a decision by the Planning Commission or Board of Zoning Adjustment."