



Hover form fields for instructions.

Sign Variance (SV) Petition

Petitioner Information

Name _____ Email _____

Street address _____ Phone _____

City _____ State _____ ZIP Code _____

Sign Information

Location of subject sign Street address _____

City _____ State _____ ZIP Code _____

Legal description (if unplatted, give approximate location)

Property owner name _____ Zoning of property where sign is located _____

Size of sign (detail required)

Variance from section of the sign ordinance is sought relative to:

Reasons and justification for requested variance

Please also provide the following:

- Fully-dimensioned drawings of the sign in relation to the site plan or survey
- Two (2) sets of site plans of subject property for actual submission to the Planning & Zoning Board
- A CD containing digital copies (PDF) of all documents

For use when petitioner is the owner of subject property

This is to certify that I am the owner in fee simple of subject lands described above in the Petition for Sign Variance.

Property owner name Property owner signature/date

State _____ County _____

The foregoing instrument was acknowledged before me on _____

by means of: ☐ physical presence ☐ online notarization

☐ personally known ☐ produced identification ID type _____

Notary signature/date

My commission expires

Notary seal

For use when petitioner is not the owner of subject property

This is to certify that I am the owner of the subject lands described above in the Petition for Sign Variance and that I have authorized the person listed below to make and file the aforesaid petition.

Authorized petitioner name Title Property owner signature/date

State _____ County _____

The foregoing instrument was acknowledged before me on _____

by means of: ☐ physical presence ☐ online notarization

☐ personally known ☐ produced identification ID type _____

Notary signature/date

My commission expires

Notary seal

To Be Completed by the Community Development Division

Accepted by _____ Petition # _____ Date _____

The \$1,149.15 filing fee plus recordation fee, property owner notification, and legal advertising costs to be determined by City Clerk (954-344-1065) must be received before a public hearing is held.