

TOWN OF GLENVILLE

SIGN VARIANCE

INSTRUCTIONS AND APPLICATION

(Please read thoroughly)

A. DEFINITION

A Sign variance is a mechanism, which allows an individual to install a sign on his/her property in a way that is otherwise prohibited by the Town's Zoning Ordinance. Typically, a sign variance is sought by an individual wishing to waive one or more dimensional standards/general requirements such as size and height limitations, placement in reference to the building and/or street, or type of sign allowed in a particular zoning district.

B. PURPOSE

Due to the encompassing nature of the Sign Ordinance, there may be instances where the requirements of this local law would restrict the economic practices of a particular business or advertiser and result in a particular hardship or difficulty. By applying to the Zoning Board of Appeals (ZBA) for a sign variance, a relief mechanism is provided to grant exceptions to the application of the Zoning Ordinance.

C. REVIEW CRITERIA

In assessing the appropriateness of a sign variance application, the ZBA shall take into consideration the benefit to the applicant if the variance is granted, as weighed against any resulting detriment to the health, safety and welfare of the neighborhood or community.

In doing so, the ZBA shall consider the following:

1. Whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the sign variance.
2. The particular hardship or difficulty to the petitioner if the sign variance request is denied.
3. Whether the benefit sought by the applicant can be achieved by some feasible method other than a sign variance.
4. Whether the requested sign variance is substantial.
5. Whether the sign variance will have an adverse effect or impact on pedestrian and vehicular traffic, and
6. If the hardship or difficulty has been self-created by the applicant.

D. APPLICATION PROCEDURE

1. An application for a sign variance, including supporting materials, and a site plan, must be submitted to the Town Building Inspector at least fourteen (14) calendar days prior to the next regularly scheduled ZBA meeting. Providing the applicant files a complete application within the prescribed time frame, he/she will be placed on the agenda of the next scheduled ZBA meeting. Late applications will be scheduled for the following month's ZBA meeting.
2. Following a public hearing and review of the sign variance proposal at the ZBA meeting, the ZBA shall act within sixty-two (62) calendar days of the hearing date. In deciding on the sign variance request, the ZBA may approve, approve with modifications or disapprove the variance. In addition, the ZBA may impose such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the variance, as is determined necessary to secure compliance with the Zoning Ordinance, and to minimize any adverse impacts on the neighborhood or community.
3. The ZBA meets on the fourth (4th) Monday of each month at 7:00 PM at the Glenville Municipal Center. The applicant, or a representative of the applicant, shall be present at this meeting in order to address issues and questions raised by the Board.

E. MATERIALS TO BE SUBMITTED

A complete site plan must include all of the following:

1. Nine (9) copies of a completed application form, as attached herein.
2. Nine (9) copies of a site plan or map and all supporting documentation. (see Section F for required site plan details).
3. Nine (9) copies of a rendering of all proposed and existing signs showing:
 - a. location on lot or building, including setback distances from lot lines and driveways/access roads.
 - b. dimensions of proposed sign, including ground clearance and overall height from grade.
 - c. colors, font and wording
4. The application fee:

- \$185.00 for the first sign variance plus \$50 for each additional sign variance requested.

F. SITE PLAN CHECKLIST

A complete site plan must illustrate all of the following:

1. Site/plot plan or map drawn to a scale no smaller than 50 feet to 1 inch.
2. Location map showing approximate location of site in relationship to adjacent roads, intersections, and landmarks. Preferably the location map will be illustrated as an inset on the site plan.

3. Title box containing:
 - a. Property location
 - b. Name and address of applicant.
 - c. North arrow
 - d. Scale of drawing
 - e. Date map was prepared. If revisions are made, a table is to be included showing the date of the original map and all revisions, and a description detailing the nature of the map amendments
4. Boundaries of the property, plotted to scale.
5. Zoning and use of all abutting properties and of properties directly across the street or road
6. Location, names, and widths of existing and proposed streets.
7. Proposed use and dimensions of all existing and proposed
 - a. Buildings
 - b. parking areas
 - c. driveways

*NOTE: It is beneficial to also show this information for adjacent properties.
8. Location of floodplains and/or regulated wetlands, showing boundary of 100-year floodplain (If present on or adjacent to site.)
9. Landscaping in area of proposed sign, proposed and existing.

TOWN OF GLENVILLE
SIGN VARIANCE APPLICATION

I. TO BE COMPLETED BY THE APPLICANT:

Answer all questions. Incomplete applications may delay the review process.

Location of Proposed Sign (Address) _____

Name of Business: _____

Tax Map ID# _____ Zoning Classification _____

Applicant Information:

Contact Person: (if different)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: (_____) _____

Phone: (_____) _____

List all variances being requested:

Address the following review criteria as noted in Section C (page 1) of the instructions

**Answers such as "none" or "N/A" will not be accepted.

1. Changes in character to the neighborhood or nearby properties. _____

2. Hardship to the applicant. _____

3. Other feasible methods. _____

4. Substantiality of variance. _____

5. Impact on traffic. _____

6. Self-Imposed difficulty. _____

II. SIGNATURE OF PROPERTY OWNER _____ DATE _____
(Signed agreement between the property owner and representative may be accepted.)

III. **TO BE COMPLETED BY THE TOWN:**
Date original building permit was denied: _____
Total number of variances requested: _____
Application fee for sign variance: \$ _____

Date Received _____ By _____