For Office Use Only
Application No. _____
Submittal Date: _____

ATTACHMENT J
APPLICATION FOR SIGN VARIANCE

Pursuant to Code Section 102-115

COMPLETE ALL SECTIONS OF APPLICATION LEGIBLY.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Please note that a variance shall not be granted to a sign that is prohibited by the Code, pursuant to Code Section 102-15(d)(7)

REQUIRED SUBMITTALS

All of the following must be submitted to be deemed a complete application (*documentation may be provided with the development plan application requirements in Attachment A*):

☐ **Complete Application** *(Including Development Plan Application Form)*

☐ **Application Processing Fee** (*See fee schedule*)

☐ **Proof of Ownership** from the property owner. If the owner cannot be verified through the Broward County Tax Roll, a copy of either the recorded warranty deed, valid purchase contract, or a signed and notarized letter from the owner of record must be submitted with this application.

☐ **Disclosure Affidavit** for all owners, representatives, and applicants for the project that will be speaking on behalf of the application.

☐ **Agent Authorization Letter** if applicable, authorizing the applicant/agent to act on all property owners' behalf.

☐ **Photographs of all existing signs**

☐ **Photographs of site from adjacent streets**

☐ **Scaled Site Plan** Examples of acceptable site plans include sketches (to scale) on a current survey, drawings prepared by a licensed architect, engineer, or landscape architect, etc. Show setbacks from the property line abutting public right-of-way to the proposed sign (for freestanding signs) and show the dimensions between monument signs (if applicable).

☐ **Details of Sign(s)** in color and drawn to scale to illustrate proposed signage including:
- Dimensional measurements of sign area, sign background, and sign copy.
- Total Height of Structure
- Location of sign
- All text and images to be shown on sign

☐ **One (1) Digital CD** of required submittals listed above must be provided.

☐ **Other Information** may be required as determined by staff (e.g. architectural elevations, floor plans, site plan etc.)

****Public Notice and Advertising Requirements****

Pursuant to Code Section 98-35(1), prior to any public hearing of the city commission for a development permit as described in section 98-12 of this Code, the applicant shall provide proper notification to the public in compliance with this section and all applicable county, state and federal law.

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DESCRIPTION OF SIGN

Linear feet of street frontage:_____ Linear feet of business frontage:_____

Type of sign: ☐Freestanding ☐Building Sign ☐Canopy

Sign Faces: ☐Single-faced ☐Multiple-faced

Sign Height (from top of structure to existing average finished grade):_____

Length (vertical):_____ Width (horizontal):_____ Total Sign Face Area:_____

Construction Materials: _____

Sign Lighting: ☐None ☐Internally-illuminated ☐Externally-illuminated

For existing signs: Year(s) permitted:_____ Permit number:_____

PROPOSED SIGN VARIANCE

1. State the Code Section and Land Development Regulation standard(s) required for the proposed variance (i.e. setbacks, height, etc.):

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2. Describe the variance(s) requested:

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A. DEMONSTRATION OF COMPLIANCE WITH SIGN VARIANCE CRITERIA

(Attach additional page(s) if more space is needed)

Section 102-15(d) of the Deerfield Beach Land Development Code states, *"a variance may be authorized by the city commission for any required dimensional standard for a sign, including the following: height, area, and location; maximum number of, and minimum setback for signs. A variance shall be deemed denied unless four members of the commission vote in favor of the request for a variance*."

A variance from the terms of this sign code shall not be granted by the city commission unless and until a written application for a variance is submitted demonstrating:

1. That special conditions and circumstances exist which are peculiar to the land, structure, or buildings involved and which are not applicable to other lands, structures in the same zoning district:

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2. That the special conditions and circumstances do not result from the actions of the applicant:

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3. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Code to other lands, buildings, or structures in the same zoning district:

4. That literal interpretation of the provisions of this Code would deprive the applicant of the rights commonly enjoyed by other properties in the same zoning district under the terms of this Code and would work unnecessary and undue hardship on the applicant**:**

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5. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure:

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6. That the grant of the variance will be in harmony with the general intent and purpose of this Code, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare:

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7. A variance may not be granted as to a sign that is prohibited by this Code:

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