



**SIGN VARIATION APPLICATION FORM  
FOR REQUESTS OUTSIDE THE SPECIAL DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Name of Development/Subdivision

\_\_\_\_\_  
Project Number

\_\_\_\_\_  
Filing Fee

\_\_\_\_\_  
Date Paid

\_\_\_\_\_  
Filing Deposit

\_\_\_\_\_  
Date Paid

**INSTRUCTIONS:**

- Before filing an application, the City Code, Chapter 6 Signs shall be reviewed for filing procedures and requirements.**
- Please print or type. Application must be complete before filing with the City of Warrenville.
- Filing Fees/Deposits must accompany application.
- Proof of ownership, disclosure of beneficial interest, and authorization to represent owner must be attached to this application as provided in Zoning Ordinance No. 1018, page 2-4.
- Two copies of drawings indicating lot lines, easements, set back lines, location of the building, structure or lot to which or upon which the sign is to be attached or installed, the location of the sign in relation to buildings or structures on the lot and on adjacent lots and rights-of-way.
- Two copies of drawings of the sign showing the method of construction, illumination, if any, attachment to the building or ground support, and showing the proposed sign face with the design and lettering to be placed thereon accurately represented in scale as to size, area, proportion and color.

**GENERAL APPLICATION INFORMATION:**

1. Name of Applicant \_\_\_\_\_
2. Applicant's Address \_\_\_\_\_  
\_\_\_\_\_
3. Phone \_\_\_\_\_ Fax \_\_\_\_\_
4. E-mail Address \_\_\_\_\_
5. Location of the Property \_\_\_\_\_
6. Permanent Parcel Identification Number(s) PIN(s) of the Subject Property:  
\_\_\_\_\_

7. Address and Legal Description of the Subject Property:

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*If additional space is required, the complete legal description may be attached to this application.*

8. Name, mailing address, phone number, fax number and e-mail address of Property Owner if different from Applicant:

Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

9. Size of Property \_\_\_\_\_

10. Present Zoning of Subject Property: \_\_\_\_\_

11. Description of Present and Proposed Use of Property:

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12. State in detail the Variation(s) Requested: \_\_\_\_\_

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13. Reasons for Requesting a Variation: *(Attach separate sheet if additional space is required.)*

*List particular requirements of the Warrenville Sign Ordinance which prevent the proposed construction:*

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*List characteristics of the Subject Property which prevent compliance with requirements of the Sign Ordinance:*

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*Describe the extent of the variation which would be necessary to permit the proposed construction:*

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*Describe the practical difficulty or particular hardship, which would result if said particular requirements of the Sign Ordinance were applied to proposed construction:*

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14. In recommending or granting approval or conditional approval of a variance, the Zoning Board of Appeals and the City Council shall prepare written findings of fact that all of the conditions below apply to the application. **Please review and provide a written response indicating how each of the six following criteria supports the approval of the requested variation(s).** (*Attach separate sheet if addition space is required.*):

*a. The proposed variation will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship which will result if the strict letter of the regulations were carried out and which is not generally applicable to signs within the district.*

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*b. The alleged hardship has not been directly created by any person having a proprietary interest in the premises.*

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*c. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood.*

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*d. The proposed variation will not impair an adequate supply of light and air to adjacent property, increase the danger of fire or endanger the public safety.*

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*e. The proposed variation will not alter the essential character of the locality.*

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*f. The proposed variation is in harmony with the spirit and intent of the Warrentville Sign Ordinance.*

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I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE THOROUGHLY REVIEWED THE FILING PROCEDURES AND REQUIREMENTS OUTLINED IN THE CITY OF WARRENVILLE SIGN ORDINANCE.

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Signature of Applicant/Agent

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Date