



**CITY OF EVANSTON
SIGN ORDINANCE VARIATION APPLICATION**

INSTRUCTIONS

This application must be completed and submitted to the Building & Inspection Services Division a minimum of seven working days prior to the Design and Project Review Committee (DAPR) meeting. DAPR meetings are held every Wednesday.

A completed application will consist of the data sheet (page 2) and the variation standard sheets (pages 3 & 4). ***THE DATA SHEET MUST GIVE ALL REQUESTED INFORMATION. THE VARIATION STANDARDS FORM MUST ADDRESS ALL SIX (6) STANDARDS BY WHICH THE DAPR MAY GRANT A VARIATION.***

Also Submit:

1. Completed Application
2. Drawings of the sign(s) including sign height, length, depth, projection from building, and the mounting height to the top of the sign. Also indicate if the sign is illuminated or not illuminated and source of illumination.
3. Photos of the adjacent property for which a variation is being requested **must** be submitted as part of the application.
4. If wall sign variations are requested, scale elevations of the building showing the sign size and lettering must be submitted.
5. If free standing sign variations are requested, scale drawings of the sign and lettering must be submitted along with a plot plan of the property showing the sign location on the property with dimensions from property lines and driveways.

Submit ten (10) copies of all of items 1 – 5 along with a check in the amount of **\$175.00** payable to the City of Evanston for the variation hearing filing fee.

If you have any questions regarding this application, please contact the Building & Inspection Services Division at (847)448-4311.

***All materials must be folded to be in 8-1/2 11 format, collated and clipped together.**

RETURN TEN (10) PACKETS OF ALL FORMS AND PLANS TO:

**CITY OF EVANSTON
BUILDING & INSPECTION SERVICE DIVISION
2100 Ridge Avenue
Evanston, IL 60201
Attn: Ana Asilis**

CITY OF EVANSTON
DATA SHEET
SIGN ORDINANCE VARIATION APPLICATION

PLEASE PRINT

Building Address:

Building Owner's Name:

Building Owner's Address:

Type of Business:

Type of Sign: Wall Free Standing Window Awning, Canopy

(Check all that apply)

Illumination of Sign: Non-Illuminated Illuminated

Sign Contractor's Name:

Sign Contractor's Phone:

Sign Contractor's Address:

Variation(s) Requested (See Sign Ordinance):

Signature-Applicant/Agent/Date

Signature-Owner of Property/Date

Printed Name-Applicant/Agent

Printed Name-Owner of Property

Applicant/Agent Phone

Owner of Property Phone

VARIATION STANDARDS

Variations shall only be approved to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the ordinance. Note in all six (6) areas how you meet the particular standard. No variation shall be granted unless the Committee finds that the petition meets each of the following standards:

1. Unique Hardship - The proposed variation will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship which would result if the strict letter of the regulations were carried out and which is not generally applicable to other property within the City.

2. Reasonable Return - The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the sign regulations.

3. Not Self Created - The alleged hardship has not been created by the petitioner or any person presently having a proprietary interest in the premises.

4. Not harm Public Welfare - The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not be itself, or with other signs, contribute to the creation of visual distraction which may lead to personal injury or a substantial reduction in the value of property.

5. Graphic Effectiveness Demonstrated - The petitioner has demonstrated that all reasonable efforts (utilizing color, contrast, lettering legibility, illumination, and graphic composition) have been made to increase the reading effectiveness of the proposed sign within the normal requirements of the sign regulations.

6. Consistent With Intent - The proposed variation is in harmony with the intent, purpose, and objectives of the sign regulations.