



City of Mobile • Planning & Zoning Sign Variance Application

All documents must be filed in triplicate with the planning section staff, Mobile Government Plaza, 205 Government Street, Third Floor, South Tower, or submitted electronically via [CSS](#).

The application must be **completely and accurately filled out** and accompanied by **all** the required documents as listed on the application form. Inaccurate or incomplete information will delay the processing of your request. (The hearing date can only be set after the application and all required documents have been submitted and found to be accurate. For this reason, it is best to file an application as early as possible.)

Applications will be placed on the Board of Zoning Adjustment Agenda according to the Deadline Schedule adopted each fiscal year.

The **applicant** (or agent) and the **user(s)** of the property must be present at the hearing.

Filing Fees

Application Fee	\$200.00
Each Additional request.....	\$25.00
Postage Fee	First Class Postage for each address label
Notification Fee	\$1.00 per address label
Computer Usage Fee	\$1.00

The undersigned petitions the Board of Zoning Adjustment to hear and determine this application for:

A Sign Variance from the Zoning Ordinance which requires / allows:

Applicant / Agent Name	Phone	Email
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Address	Zip Code
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Property Owner Name	Phone	Email
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Address	Zip Code
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Property Address	Property Location (nearest intersection)
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Parcel Number	Property Use (current)
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Lot Size: _____ x _____ Feet = _____ Total Square Feet	<input type="checkbox"/> Single-Tenant Site	<input type="checkbox"/> Multi-Tenant Site
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Required Documents

Note: These documents **MUST** be submitted with application

1. **Photographs:** Submit seven (7) to ten (10) snapshots showing the existing buildings and wall and free-standing signs, as well as areas in which any proposed signs are to be located.
2. **Site Plan:** Obtain a site plan showing the property boundaries, easements, and all improvements thereon. The plan must also show all signs, existing and/or proposed, free-standing and/or building (including information relating the location, height and square footage).
3. **Elevation:** Sketch the front and side views of the structure(s) with dimensions. Indicate any existing or proposed signs, giving any applicable dimensions. Include a sketch or drawing of all free-standing signs, giving all applicable dimensions.
4. **Legal Description:** Provide a copy of the legal description of the property in question (either a copy of the deed, or a copy of a legal description from a survey).

Neighboring Property Owners

Attach a list of the names and addresses (including zip codes) of the owners of every parcel, or portion of a parcel, that is within 300 feet of the property lines of the property involved in this appeal (postage fee required for each). This information may be obtained from the latest assessment records of the County Revenue Commissioner’s Office located in the plat and map room thereof. **ALL property ownership information provided for notification MUST be verified through Probate Court records.**

Each name and address must be **TYPED** on a standard size (approximately 1” x 2- 5/8”) white self-adhesive label. Include one (1) label with the **APPLICANT’S** name and address, plus one (1) label with the **OWNER’S** name and address (if applicant and owner differ). **A PHOTOCOPY OF THE TYPED LABELS MUST ALSO BE SUBMITTED.** (Please use 8-1/2” x 11” sheets of labels).

Failure to provide a complete and accurate list will delay your request.

Attach a brief narrative which addresses each of the following questions/statements:

1. The purpose of this application is to allow:
2. What are the conditions, items, facts or reasons which prevent you from complying with the requirements of the Zoning Ordinance?
3. How did the conditions, items, facts or reasons which prevent you from complying with the requirements of the Zoning Ordinance occur?
4. How is this property different from the neighboring properties?

I (we) **certify** that all the above statements and the statements contained in any documents, attachments or plans submitted herewith are **true and accurate representations of information relating to this application and the property involved in this application.**

Applicant Signature

Date

Property Owner Signature

Date

Sign Variance Checklist

- Three (3) copies of completed application
- Legal description of site in question (From deed or survey, not a tax assessment description)
- Parcel number
- Three (3) copies of survey and site plan showing all information listed on the application (drawn to scale)
- Address labels for property owners, applicant and/or owner (please do not submit addressed envelope)
- One photocopy of address labels
- Signature of property owner or letter authorizing applicant to submit application
- Seven (7) to ten (10) snapshots showing the existing buildings and wall and free-standing signs, as well as areas in which any proposed signs are to be located.
- Application fee, notification fee, and postage fee

ALL OF THE ABOVE DOCUMENTS MUST BE SUBMITTED FOR AN APPLICATION TO BE PROCESSED. INCOMPLETE OR INACCURATE INFORMATION WILL DELAY THE PROCESSING OF YOUR REQUEST.