



City of Mobile · Planning & Zoning

Sign Variance Application

For hard copy submissions, seven (7) copies of all required information including the site plan, must be submitted along with seven (7) copies of this application by Noon on the deadline filing date. Digital submissions are required by noon on the deadline filing date.

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.....\$500.00

Postage Fee.....First Class Postage for each address label

Legal Ad Fee.....Variable, \$50+

(Application Fee + Postage Fee + Legal Ad Fee = **Total Application Cost**)

Legal Ad Fee will be calculated approximately 10 days after submission. The fee is based on the required legal ad. The application will not be heard until the legal ad fee is paid.

1. APPLICANT INFORMATION If other than the property owner, furnish written authorization from owner. Owner must submit evidence, such as deed or tax assessment that the person has right of possession to the land and any structures there on.

	Applicant	Agent (If Applicable)
Name:		
Firm:		
Phone:		
Email:		
Address:		
	Owner	Design Professional
Name:		
Firm:		
Phone:		
Email:		
Address:		

2. PROPERTY INFORMATION Attach a brief description of the property location, parcel number, and legal description.

Property Address	Property Area (acres or square feet)
Parcel Number(s) or Key Number(s)	Present Zoning or Transect District
Property Use	<input type="checkbox"/> Single-Tenant Site <input type="checkbox"/> Multi-Tenant Site

3. PLAN INFORMATION The following information and documentation must be submitted with the application.

- 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.
- 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). Provide in PDF format for digital submittals.
- 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. Provide in PDF format for digital submittals.
- 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.

4. SIGNATURE

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

The following information is required to evaluate applications for a Sign Variance. Please provide a statement for all items.

1. What is the zoning code provision for which you are seeking a variance from the Board of Zoning Adjustment?

2. Describe the conditions, items, facts, or reasons which prevent the proposal from complying with the requirements of the UDC.

3. Describe how the conditions occurred which prevent the proposal from complying with the requirements of the UDC.

4. Describe how this property is unique from surrounding properties thus requiring a sign variance.

Build Mobile, PO Box 1827, Mobile, Alabama 36633

For more information: www.BuildMobile.org | planning@cityofmobile.org | 251.208.5895

Visit our help window: Mobile Government Plaza, 205 Government Street, Third Floor South Tower

Monday, Tuesday, Thursday, Friday: 8 am – 3 pm; Wednesday: 8 am – 1 pm