



# ZONING & LAND USE APPLICATION

## SIGN STANDARD ADJUSTMENT

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	

APPLICANT INFORMATION	
Name	
Address	
Phone	
Email	

OWNER INFORMATION	
Name	
Address	
Phone	
Email	

SIGN STANDARD ADJUSTMENT REQUEST	
Zoning District	
Sign Overlay District	
Type of Request	
Type of Sign	

FEES			
Application	\$200	Escrow	\$1,000

### ACKNOWLEDGEMENT

#### APPLICANT STATEMENT

This application should be processed in my name, and I am the party whom the City of Rogers should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

#### OWNER STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City of Rogers by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

## SIGN STANDARD ADJUSTMENT CONSIDERATION

Rogers City Code §113-12 allows adjustments to the requirements and standards for the height, number, type, lighting, area or location of a sign or signs if the adjustment results in no increase to the overall amount of signage allowed on the property, or increase in overall sign height or area of any individual freestanding sign. Applicants must also show visual identification of the property due to site conditions that interfere with reasonable identification of the business.

Sign Standard Adjustments must also comply with Variances provisions defined by State law and City zoning ordinance standards. Variance standards include:

1. The proposed variance is in harmony with the general purpose and intent of zoning ordinances.
2. The proposed variance is consistent with the Comprehensive Plan.
3. An applicant establishes practical difficulties exist where compliance with current zoning ordinance standards is not possible, resulting in the variance request. Practical difficulties means:
  - the proposed use is reasonable
  - the need is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic conditions
  - the proposed use would not alter the essential character of the surrounding area(s).

As part of the required Written Statement, applicants requesting a Sign Standard Adjustment shall respond to each question individually, analyzing and describing in detail the purpose and reasonableness of the request and associated practical difficulties to be considered. Questions must be included with each response.

1. Describe how the application meets the requirements and standards for the adjustment.
2. Describe how the request is in harmony with the general purpose and intent of zoning for the property.
3. Describe how the request is consistent with the Comprehensive Plan.
4. Describe why the proposed use is reasonable.
5. Describe the following: *circumstances unique to the property, why the need for the variance was not created by the property owner, and why the need is not solely based on economic considerations.*
6. Describe why the variance would not alter the essential character of the neighborhood.

## SUBMITTAL REQUIREMENTS

Application Fee(s)	Non-refundable application fee and escrow to cover expenses related to the review.
Legal Description	A full legal description, as documented on property deed or certificate of title.
Written Statement	This narrative shall describe the requested Sign Standard Adjustment approval and compatibility to the sign standards and surrounding land uses, and a detailed justification as to why the City should consider and approve the request.
Site Plan	The Site Plan must be drawn with a straight edge and to a standard engineering scale. The Site Plan must include the following: north arrow, lot lines with dimensions, streets and trails, driveway locations, natural features (wetlands, lakes, creeks, woodlands, etc.), existing and proposed structures or additions with property line setbacks, and easements, rights of way and public land dedications, if proposed or required.
Sign Plan	Scaled drawing(s) showing location of all existing and proposed signs, applicable building and/or freestanding sign elevations showing location of sign(s), color sign elevation renderings, and sign detail showing dimensions, materials, and illumination detail.
Variance Worksheet	The attached worksheet analyzing and detailing the practical difficulties related to the variance request must be submitted with the application.
Other Items	City staff reserve the right to require additional items be submitted for a full review of the application if deemed necessary to consider the request.
Submittal Format	(1) Hardcopy Plans – 11" x 17" and (3) Hardcopy Plans – 24" x 36" Electronic Application & Plans

*All documents are public information and may be used in written reports and distributed to the public.*

## VARIANCE WORKSHEET

1. Describe how the request is in harmony with the general purpose and intent of zoning for the property.

2. Describe how the request is consistent with the Comprehensive Plan.

3. Describe why the proposed use is reasonable.

4. Describe the following: *circumstances unique to the property, why the need for the variance was not created by the property owner, and why the need is not solely based on economic considerations.*

5. Describe why the variance would not alter the essential character of the neighborhood.

**PROCESS**

MONTH 1						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Application submitted.			
			15 business day review completed.			

MONTH 2						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Notice mailed to property owners.		
			Planning Commission meeting.			
			City Council meeting.			

- Application submitted.
- 15 business day review completed.
- Notice mailed to property owners.
- Planning Commission meeting.
- City Council meeting.

**NOTICE TO APPLICANT**

All Sign Standard Adjustment application requests are reviewed individually and are evaluated based on their own merit(s). Sign Standard Adjustments are generally approved subject to several conditions, which must be satisfied before the City will issue a sign permit.

Applicants are encouraged to meet with City staff prior to formally submitting their application to discuss the request and concept ideas for the proposed project in an effort to reduce delays. Participation in the pre-submittal meeting does not provide or guarantee approval of the request or project.

The City has 15 business days from the date of submittal to determine whether the application is complete. If complete, the City has 60 days up to 120 days to approve or deny the request. If not complete, the applicant may be required to submit additional information to include with the application. The City reserves the right to reject incomplete applications.

Public hearings, if required, are conducted by the Planning Commission. Notices are sent to the newspaper for publication and to all property owners within 350 feet of the property for which the request is made or project is located. Any person has the option of providing comment in writing or in person at the public hearing. Applicants are encouraged to discuss their request or project at public hearing.

All expenses pertaining to application reviews are the responsibility of the applicant. Application fees help cover the costs incurred by the City to review, which may include, but is not limited to: City staff and consultant time, legal review, notice publication and mailing, etc. Unspent escrow fees paid at the time of application are returned six (6) months after City Council action. The City may require additional escrow to be paid to cover any expense(s) in excess of escrow fees paid at the time of application.