

### **ZBA Sign Exception Application Check List:**

The following must be submitted prior to the application deadline. Otherwise, the application will be deemed incomplete and may result in unnecessary delays to your application: (Please ✓ when complete)

Detail in writing responses to the following:

- \_\_\_ 1. An explanation of how the requested sign exception conforms to each of the required determinations set forth in Section 31-093(c).

Following are the necessary determinations for an exception from the sign ordinance:

1. That the exception will not be detrimental to or cause undue hardship to the surrounding neighborhood and property owners, or to the public safety; and
2. That the exception is in keeping with the purpose of the sign code; and
3. That the exception to be granted is one that will require the least modification to the prescribed regulations and the minimum variance that will accomplish the purpose; and
4. That the literal enforcement of the provisions of the ordinance will result in restrictions inconsistent with the purpose of the applicable section.

- \_\_\_ 2. A site plan describing the property boundaries, the location of buildings, and the area for which the exception is being requested.

- \_\_\_ 3. A complete list of the names and mailing addresses of all owners of record of all land within 185 feet of the perimeter boundaries of the property.