

SIGN VARIANCE APPLICATION

Incomplete application will not be processed. All papers and drawings must be collated. Applications due by the 1st working day of the month. The public hearing is the last Monday of the month unless otherwise announced.

City of Horn Lake
 Planning Department
 310 Goodman Road, W.
 Horn Lake, MS 38637
 Phone 662-342-3559
 Fax 662-342-3485
plandept@hornlake.org

I. APPLICANT	II. OWNER (IF DIFFERENT)
Name: _____	_____
Address: _____ _____	_____
Phone: _____	_____
Fax: _____	_____
E-Mail _____	_____

III. Location of Proposed Sign(s)

Name of Business or Operation: _____

Street Address: _____

Located _____ ft. from the corner of _____ and _____

Legal Description or Parcel #: _____

Zoning of Property: _____

IV. Required Items Checklist

The following checklist is a summary of requirements for sign variance requests in the City of Horn Lake. For further information, the applicant should refer to the Zoning Ordinance. Graphics should be in .jpeg, .pdf or .bit format. Twelve (12) copies of the application, site plan, exhibits and photographs are required.

- _____ Completed Sign Variance Request Application
- _____ Fee of \$500 for commercial properties; \$50 for residential
- _____ Photograph and affidavit of sign posted on premises is due no later than 15 days prior to Public Hearing. (See page 3 and 4).
- _____ Demonstrate by text, illustrations and/or photographs the conditions applicable to the site that may justify a variance. (See page 2.)
- _____ Site Plan showing location of the proposed sign(s) as well as existing signs that will remain. The site plan shall show the building, landscaped areas, parking, adjoining street r. o. w. and exhibit the required site distance triangle for ground signs.
- _____ Scaled and dimensioned elevations of the attached (wall) signs for which the variance is requested. The elevations shall show the building in full panoramic view with a rendition of the sign for which the variance is requested and any other signs that will remain. If the proposed sign is a replacement sign, please show a before and after rendition.

V. Description of Sign Variance Requested

I hereby request a variance from the size, height, or setback requirements of the sign ordinance to allow (please describe):

VI. Demonstration of Need for a Variance

Applicants must demonstrate that certain conditions exist which are peculiar to their specific site or building and that granting a variance will not be a special privilege or potentially harmful to adjacent property owners.

1. What special conditions and/or circumstances exist that are peculiar to the land, structure, or building involved which are NOT applicable to other lands, structures or buildings in the same zoning district?

2. What rights would the applicant be deprived of that are commonly enjoyed by other properties in the same zoning district if the regulations of the sign ordinance are applied?

3. Do the special conditions or circumstances exist as a result of the applicant's actions? Why not? Explain.

4. Explain how this variance if granted will be compatible with the use and adjacent properties.

VII. Applicant Signature

I hereby certify that the proposed variance is authorized by the owner/tenant of record. If sign(s) are erected on this site (by myself or my company) that are not in compliance with the applicable laws of the City of Horn Lake for which no variance has been obtained from the Planning Commission, I agree to remove such sign(s) immediately and pay any fines charged by the city in accordance with the Zoning Ordinance.

Signature of Applicant

Date of Application

VIII. SITE POSTING

A sign must be posted on the site where the sign variance is proposed. Site posting instructions are as follows:

1. Post sign on site at least 15 days prior to date of public hearing. Maintain posting until final hearing. Remove within 7 days following final hearing.
2. You may use the sign vendor of your choice.
3. **Fifteen days prior to hearing** send the following to the Planning Office:
 - Copy of contract with vendor
 - Notarized affidavit of posting
 - Photo of sign posted on site
4. Site Posting Specifications
 - 4 x 4 ft in size
 - Laminated plywood or MDO board
 - Front, back and all edges painted with two coats of cardinal red acrylic exterior enamel.
 - White letters sized per above (decals)
 - Sign attached with 6 screws to two (2) 4" x 4" x 8' poles

<p style="text-align: center;">CITY OF HORN LAKE (1" letters) PUBLIC NOTICE (1" letters)</p> <p style="text-align: center;">ZONING HEARINGS (4" letters) City Hall (1" letters) 3101 Goodman Road Horn Lake, MS 38637 662-342-3559</p> <p>PLANNING COMMISSION: (TIME AND DATE) (1 1/2" letters) BOARD OF ALDERMEN: XXXXXX REQUEST: (1" Letters) LOCATION: (1" Letters) APPLICANT: (1 1/2" letters) PHONE NUMBER: (1 1/2" letters) Case File Available at City of Horn Lake (2" letters) 662-342-3559 (2" letters) Posting Date: (1" Letters)</p> <p style="text-align: center;">Penalty for removing or defacing sign prior to date of hearing. (1" Letters)</p>

ANY DEVIATION FROM THIS REQUIREMENT WILL RESULT IN THE ITEM BEING POSTPONED.

AFFIDAVIT OF POSTING

PROJECT NAME: _____

LOCATION: _____

SITE POSTING DATE: _____

APPLICANT NAME: _____

In order to provide adequate notice to interested parties, the APPLICANT shall erect, not less than fifteen (15) calendar days prior to the date of the public hearing, a notice of the date, time and place of the public hearing and a summary of the request. Such notice will be clearly legible and wherever possible, placed adjacent to the right-of-way of a public street or road. IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO ERECT AND MAINTAIN THE NOTICE ON THE SUBJECT PROPERTY UNTIL FINAL DISPOSITION OF THE CASE and to REMOVE the sign within one week of the final public hearing. The Planning Director shall determine the number of location of notices required.

I confirm that the site has been posted as indicated by the Planning Director for the case as listed above. Photographs of the site posting have been submitted.

Applicant Signature _____
Date

This instrument was acknowledged before me this _____ day of _____, _____ by _____. In witness whereof I hereunto set my hand and official seal.

NOTARY PUBLIC

My commission expires _____

Return completed, notarized affidavit AND photos to the Planning Department AT LEAST 15 DAYS PRIOR TO PLANNING COMMISSION HEARING.

City of Horn Lake
2101 Goodman Road
Horn Lake, MS 38637