



DPZ Office use only
BA CASE No. _____
DATE FILE _____

**SIGN VARIANCE PETITION
TO THE HOWARD COUNTY HEARING AUTHORITY**

1. **VARIANCE REQUEST** – Please check one then complete request on page 2.
 - a) Variance request for one sign with one road frontage []
 - b) Variance request for one sign with two or more road frontages []
 - c) Variance request for multiple signs []

2. **PETITIONER'S NAME** _____
 ADDRESS _____
 WORK PHONE _____ HOME PHONE _____
 E-MAIL ADDRESS _____

3. **COUNSEL FOR PETITIONER** _____
 COUNSEL'S ADDRESS _____
 PHONE _____ E-MAIL ADDRESS _____

4. **ADDRESS OF SUBJECT PROPERTY** _____
 ELECTION DISTRICT _____ ZONING DISTRICT _____ ACREAGE _____
 TAX MAP # _____ BLOCK # _____ PARCEL/LOT # _____

5. **PETITIONER'S INTEREST IN SUBJECT PROPERTY**
 [] OWNER (including joint ownership)
 [] OTHER (describe and give name and address of owner) _____

If the Petitioner is not the owner of the subject property, documentation from the owner authorizing the petition must accompany this petition.

PLEASE READ!!!

FAILURE TO USE ONE OF THE FORMATS ON PAGE 2 COULD RESULT IN YOUR
 PETITION BEING RETURNED TO YOU.
 YOU MAY ADD ANY FURTHER COMMENTS YOU MAY HAVE AT THE END OF THE
 FORMAT.
 TAKE YOUR TIME, READ CAREFULLY AND ADDRESS ALL QUESTIONS.
 PLEASE HELP US PROCESS YOUR APPLICATION AS QUICKLY AS POSSIBLE BY
 SUBMITTING ALL THE REQUIRED INFORMATION THE FIRST TIME.

6. **SIGN VARIANCE REQUEST** – The undersigned hereby petition the Hearing Authority for a sign variance under Section _____ of the Howard County Code.

Do not deviate from the following format.

Describe the proposed sign or signs in detail:

My proposed sign is a freestanding identification sign (circle one) yes (no) or

A changeable text sign (circle one) yes (no) Electronic text yes (no)

Manual text yes (no)

Proposed height of sign from grade to top of sign: _____ ft. _____ in.

Proposed size of sign face and frame (not supporting structure)

H - _____ ft. _____ in. W- _____ ft. _____ in.

Square footage of proposed sign face and frame (not supporting structure) **H X W = 482.25** sq. ft.

SIGN A – PROPOSED setback from **main** street _____ right of way is 2.120 ft. _____ in.

PROPOSED setback from **secondary** street _____ right of way is 567 ft. _____ in.

SIGN A - REQUIRED setback from **main** street _____ right of way in relation to the square footage of the sign is _____ ft. _____ in. (sq. ft. of sign x 1)

REQUIRED setback from **secondary** street _____ right of way in relation to the square footage of the sign is _____ ft. _____ in. (sq. ft. of sign x 1)

B.1, B.2

SIGN B – PROPOSED setback from **main** street _____ right of way is 2.120 ft. _____ in.

PROPOSED setback from **secondary** street _____ right of way is 567 ft. _____ in.

SIGN B - REQUIRED setback from **main** street _____ right of way in relation to the height of the sign is _____ ft. _____ in. (height of sign x 2)

REQUIRED setback from **secondary** street _____ right of way in relation to the height of the sign is _____ ft. _____ in. (height of sign x 2)

SIGN C – PROPOSED setback from **main** street _____ right of way is 2.120 ft. _____ in.

PROPOSED setback from **secondary** street _____ right of way is 567 ft. _____ in.

SIGN C - REQUIRED setback from **main** street _____ right of way in relation to the square footage of the sign is _____ ft. _____ in. (sq. ft. of sign x 1)

REQUIRED setback from **secondary** street _____ right of way in relation to the square footage of the sign is _____ ft. _____ in. (sq. ft. of sign x 1)

7. **PLEASE READ CAREFULLY!**

The Petitioner must check boxes and attach a plan with the following information to each petition for a total of ten (10) sets of applications.

- A scaled signed and sealed **plat** drawing of the property with street names and speed limits
- A zoning site map indicating the zoning classification for subject property and vicinal properties, available from the counter at the Department of Planning and Zoning, George Howard Building, 3430 Courthouse Drive, Ellicott City, MD. (410) 313-4395
- A scaled drawing showing the location of the proposed sign on the subject property
All sign drawings must be to the same scale and denote dimensions of the sign (width, height and square footage)
- Signs on buildings must be accompanied by a scaled elevation drawing showing the sign on the building
- Freestanding signs must show their proposed location on the plat or site plan. In addition, you must indicate the proposed sign setback from the property line and road right of way
- Include in your drawings, the range of sign sizes that are available for the proposed sign
- Denote linear footage of building wherever it fronts on a public street

The following items are intended to be answered by summary statements. If you plan to provide answers to the questions on a separate sheet: "YOU MUST USE THE LETTERS ADJACENT" to each question when labeling your answer sheet. (Failure to do so could result in your application being returned to you.)

8. **FILL IN THE BLANKS**

A) Describe the proposed sign in detail: The proposed freestanding identification or changeable text sign or etc. sign is 10 ft. 10 in. (H) x 43 ft. 1 in. (W) x ___ ft. 6 in. from grade to top of sign and will be located ___ ft. ___ in. from the Name of Street _____ road right of way.

B) Describe the unique physical conditions of the property which *prevents* compliance with the sign code: _____

C) The specific need for the request: _____

D) How will the sign affect adjacent properties and sight distances? _____

E) Other factors which the Petitioner desires the Board to consider: _____

PLEASE READ QUESTIONS CAREFULLY

PLANNING & ZONING CAN HELP WITH ADDRESSES, ZONING, AND ZONING MAPS 410-313-4395

- F) Give street addresses, zoning, type and use of structures located on properties adjacent to the property of the proposed new or existing sign.

North _____
Street Address Business Name Zoning

Improved by: Type of structure (brick, wood, single family, multi family, commercial) & number of stories.

West _____
Street Address Business Name Zoning

Improved by: Type of structure (brick, wood, single family, multi family, commercial) & number of stories.

South _____
Street Address Business Name Zoning

Improved by: Type of structure (brick, wood, single family, multi family, commercial) & number of stories.

East _____
Street Address Business Name Zoning

Improved by: Type of structure (brick, wood, single family, multi family, commercial) & number of stories.

- G) Are there any unique physical conditions or exceptional topographical conditions peculiar to the property on which the proposed sign is to be located, including the location of existing buildings and other structures, irregularity, narrowness or shallowness of the lot, irregularity of the road right of way, location on a highway that has a dependency on non-local use, which conditions lead to practical difficulty and unnecessary hardship in complying strictly with the provisions of this subtitle?

- H) Describe any obstructions, such as excessive grade, building interference, structure or landscaping on abutting property or properties which seriously interfere with the visibility of a proposed sign, resulting in practical difficulties and unnecessary hardship in complying strictly with the provisions of this subtitle?

- I) Describe any historical, architectural or aesthetic characteristics which shall be considered?

J) If granted, will the variance adversely affect the appropriate use or development of adjacent properties or result in a dangerous traffic condition?

K) Describe how the requested variance is the minimum necessary to afford relief and can it be granted without substantial impairment of the intent, purpose and integrity of this subtitle?

L) Have the practical difficulties or hardships been created by the applicant?

9. PRIOR PETITIONS

Has a petition for the same, or substantially the same, variance as contained herein for the same property as the subject of this petition been disapproved by the Hearing Authority within **twenty-four (24)** months of the date of this petition?

{ } YES. If **yes**, provide previous case number BA ___-___ **and** if **six (6)** months have expired since the hearing, submit a new affidavit setting forth new and different grounds on which re-submittal is based (Affidavit is page 7)

{ } NO

AFFIDAVIT

BA CASE #: _____

PETITIONER _____

ADDRESS _____

Affidavit made pursuant to the pertinent provisions of Title 22 of the Howard County Code as amended.

THE UNDERSIGNED DOES HEREBY DECLARE THAT NO OFFICER OR EMPLOYEE OF HOWARD COUNTY, WHETHER ELECTED OR APPOINTED, HAS RECEIVED PRIOR HERETO OR WILL RECEIVE SUBSEQUENT HERETO, ANY MONETARY OR MATERIAL CONSIDERATION, ANY SERVICE OR THING OF VALUE, DIRECTLY OR INDIRECTLY, UPON MORE FAVORABLE TERMS THAN THOSE GRANTED TO THE PUBLIC GENERALLY IN CONNECTION WITH THE SUBMISSION, PROCESSING, ISSUANCE, GRANT OR AWARD OF THE WITHIN APPLICATION OR PETITION IN OR BA CASE # _____ FOR A ZONING CHANGE AS REQUESTED.

I, WE, DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE AFOREGOING AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY, OUR KNOWLEDGE, INFORMATION AND BELIEF.

Witness

Signature

Date



Witness

Signature

Date

Witness

Signature

Date

PLEASE CALL 410-313-2350 FOR AN APPOINTMENT TO SUBMIT YOUR APPLICATION

County Website: www.howardcountymd.gov