

SPECIAL EXCEPTION TO THE SIGN ORDINANCE PROCESS AND CHECK LIST

A special exception to the sign ordinance may be requested to deviate from certain requirements specified for signage including but not limited to area, dimension, height, location, and any other sign characteristics.

A special exception may be granted by the Planning and Zoning Board if the Board deems a special circumstance exists which warrants the signage requested. The following criteria shall be used in the review and approval of requests:

- A literal application of the code would not allow the property to be used at its highest and best use as zoned.
- The granting of the requested exception would not be materially detrimental to the property owners in the vicinity.
- Conditions exist which are unique to the property or type and size of development, which would cause hardship under a literal interpretation of the sign code.
- The granting of the special exception is in the best interests of the public at large and would not be contrary to the general objectives of the sign code and adopted land use plans.

An application for a special exception to the sign ordinance shall be scheduled for review by the Planning and Zoning Board within 30 working days of receipt of the application and payment of the applicable fee.

The Planning and Zoning Board may attach any additional requirements necessary to maintain the intent and purpose of the Sign Ordinance, in the interest of the public.

For a request for a special exception to the sign ordinance, submit to the Development Services Department for review and processing, the following documents:

- A completed Planning and Zoning Land Use Application.
- For freestanding signs, a site plan showing the proposed sign, square footage, location and the distance in feet the sign will be placed inside the property line.
- For wall signs, an elevation plan showing the proposed sign, square footage, wall location and any existing wall signs and their elevations that will remain on the property.
- A justification letter meeting the criteria needed to support the special exception and any other documents relevant to the request.
- Property Owners Permission letter for application to the special exception.