



## VILLAGE OF RIVERSIDE

27 RIVERSIDE ROAD  
RIVERSIDE, ILLINOIS 60546

COMMUNITY DEVELOPMENT DEPARTMENT    PHONE: (708) 447-1241

### SIGN VARIATION APPLICATION

Instructions:

To request a Sign Variation for a property, complete this application and submit it with all required attachments to the Building/Community Development office.

When the application is complete we will schedule a Planning and Zoning Commission public hearing and begin the review process.

The information you provide must be complete and accurate. If you have a question, please call the Planning and Zoning Office and we will be happy to assist you.

<b>Location of the property for which the sign variation is sought:</b>	Parcel Number (s):
	Street Address (or common location if no address is assigned):

<b>Applicant:</b>	Name:
	Phone:
	Address:

<b>Property owner (if different):</b>	Name:
	Address:

Specific code sections of this chapter for which a variation from the strict application of the same is being sought:

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Full and detailed explanation of the grounds for the variation request:

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Disclosure of beneficiaries and/or, if the applicant is a trust, then a trust disclosure:

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Other:

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**Attachment Checklist**

- Cover letter to Village Board and Planning & Zoning Commission outlining request**
- Legal description of the property on which the proposed sign will be located (*may submit plat of survey*)**
- Plans, along with site plans, elevations, and materials, as appropriate, depicting the proposed sign or signs, drawn to scale, with dimensions shown in a colored rendering (8½ x 11 or 11 x 17)**
- Completed Variation Standards Worksheet**
- Application fee \$250 (make checks payable to the Village of Riverside)**

I (we) certify that this application and the documents submitted with it are true and correct to the best of my (our) knowledge and belief. I (we) understand that the Village will issue an invoice for costs associated with this application to the person listed as the applicant above.

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Record Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant or Authorized Agent

\_\_\_\_\_

Date

## SIGN VARIATION STANDARDS WORKSHEET

The Planning and Zoning Commission shall make findings based upon evidence presented on the following standards: (Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Planning and Zoning Commission and Village Board to review.)

1. The literal interpretation and strict application of the provisions and requirements of this chapter would result in practical difficulties or particular hardships to the sign owner because of unique circumstances or unusual conditions pertaining to the construction, alteration, maintenance, repair or remodeling of a specific sign, or pertaining to the building or parcel or property in question. Unique circumstances or unusual conditions include, but are not limited to, circumstances and conditions relating to building or sign design and/or the size, shape, topography, or location of the property; and

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2. The proposed variation will not impair visibility to adjacent properties, create dangerous traffic situations through line of sight problems or otherwise, be materially detrimental to the public welfare or injurious to other nearby property or improvements; and

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## SIGN VARIATION STANDARDS WORKSHEET

3. The proposed variation will maintain and/or enhance the historic (if applicable) and architectural character of a site or building; and

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4. The proposed variation will not alter the essential character of the neighborhood and will result in a sign that is harmonious with the character of the applicable zoning district; and

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5. The unique circumstances or unusual conditions applying to the specific property and sign do not apply generally to other properties and signs in the village; and

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## SIGN VARIATION STANDARDS WORKSHEET

6. The purpose of the proposed variation is not based exclusively upon a desire to achieve a higher profit from the property; and

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7. The granting of the proposed variation will not be contrary to the general purpose of this chapter, as set forth in section 4-3-1, or the criteria for signs in the village, as set forth in section 4-3-2.

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