



**City of Silverton**  
306 South Water Street  
Silverton, OR 97381  
(503) 874-2207 Fax: (503) 873-3210

*FOR OFFICE USE ONLY:*

Planning File No. : \_\_\_\_\_

Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Land Use Type: \_\_\_\_\_

Received by: \_\_\_\_\_

## SIGN CODE VARIANCE APPLICATION

**Project Name:** \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to  
Property Owner: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Applicant's Representative:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to  
Property Owner: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Owner(s):**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Site Information:

Address: \_\_\_\_\_

Assessors \_\_\_\_\_

Map/Taxlot #: \_\_\_\_\_

Current Use of Site: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_

## Required Attachments and Information:

**Site Plan.** The Sign Plan shall contain the following:

1. A sketch of the site, drawn to scale, showing the approximate location of existing structures, existing signs, and the proposed sign(s);
2. Building frontage elevations drawn to scale, showing the sign(s)' relative location and placement;
3. An illustration of the proposed sign(s), drawn to scale, showing the design, elevations, sign face dimensions and area, materials and engineering data which demonstrates its structural stability. The illustration of the proposed sign(s) need not show the sign message, but shall show the size, style, and design of the lettering, numbers, and graphics conveying any message. The content of any message shall not be considered in the evaluation of a sign permit application;
4. The names, addresses, contact information, and signatures of the applicant, the owner of the property on which the sign is to be located, the manufacturer of the sign, the person or contractor installing the sign, and the construction contractor's board number of the installer. The property owner of the site where the sign is to be located shall sign the sign permit application; and
5. A fee in the amount set by city council resolution. When a person begins construction of a sign requiring a sign permit before the permit is approved, the permit fee shall be doubled.

**Narrative.** Explain how the proposed Variance differs from the standards of Silverton Municipal Code 15.16.000. In addition, explain how the proposed Variance application meeting **each and all** of the following review criteria and standards in sufficient detail for review and decision making:

- a. Strict application of the code requirement would deny the applicant reasonable opportunity to communicate in a manner similar to like persons or uses because of an unusual or unique circumstance relating to the property or the proposal, such as site or building location, building design, physical features on the property, or some other circumstance.
- b. The sign which would result from the variance will not affect the surrounding neighborhood or other property affected by the request in a manner materially inconsistent with the purpose of the Sign Code as stated in SMC 15.16.010.
- c. The degree of the Variance is limited to that reasonably necessary to alleviate the problem created by the unique or unusual circumstance identified pursuant to subsection (1) of the section.

