



# Sign Variance Application

Application No. \_\_\_\_\_

## List of Required Submittals

Only complete applications will be accepted:

### Included in this packet:

- Pre-Application Meeting Notes
- Application
- Affidavit to Authorize Agent
- Neighborhood Worksheet
- Public Participation Report

- Completed Sign Variance application and Narrative
- Pre-Application Notes
- Affidavit to Authorize Agent, if Agent signs application
- Application fee payment
- Public Participation Report

### **SITE PLAN OR SURVEY:**

- To scale on 8.5" x 11" or 11" x 17" paper
- North arrow
- Location of all roads, driveways, sidewalks, buildings, easements, fences, and walls
- Location of all trees with sizes and species noted
- Sign setbacks
- Sight visibility triangles
- Foundation plantings required by city code

### **SIGN PLAN:**

- To scale: Must include one copy of 8.5" x 11" paper
- Sign dimensions
- Lettering style
- Material composition and colors

### **SUPPLEMENTAL MATERIALS (optional, but strongly recommended):**

- Neighborhood Worksheet
- Photographs of the subject property and structure(s)

**A Pre-Application Meeting is Required Prior to Submittal.**

To schedule, please call (727) 892-5498.

**Planning and Economic  
Development Department**

**Development Review  
Services**

City of St. Petersburg  
P.O. Box 2842  
St. Petersburg, FL 33731  
(727) 893-7471

UPDATED: 12-23-2022



# SIGN VARIANCE

Application No. \_\_\_\_\_

All applications are to be filled out completely and correctly. The application shall be submitted to the City of St. Petersburg's Development Review Services Division, located on the 1<sup>st</sup> floor of the Municipal Services Building, One 4<sup>th</sup> Street North.

GENERAL INFORMATION	
<b>NAME of APPLICANT (Property Owner):</b>	
Street Address:	
City, State, Zip:	
Telephone No:	Email Address:
<b>NAME of AGENT or REPRESENTATIVE:</b>	
Street Address:	
City, State, Zip:	
Telephone No:	Email Address:
<b>PROPERTY INFORMATION:</b>	
Street Address or General Location:	
Parcel ID#(s):	
<b>DESCRIPTION OF REQUEST:</b>	
<b>PRE-APPLICATION DATE:</b>	<b>PLANNER:</b>

## FEE SCHEDULE

The fee for a sign variance application: \$500.00  
*Cash, credit, and checks made payable to the "City of St. Petersburg"*

AUTHORIZATION
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City Staff and the designated Commission may visit the subject property during review of the requested variance. Any Code violations on the property that are noted during the inspections will be referred to the City's Codes Compliance Assistance Department.

The applicant, by filing this application, agrees he or she will comply with the decision(s) regarding this application and conform to all conditions of approval. The applicant's signature affirms that all information contained within this application has been completed, and that the applicant understands that processing this application may involve substantial time and expense. Filing an application does not guarantee approval, and denial or withdrawal of an application does not result in remittance of the application fee.

**NOTE: IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE, OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPROVAL.**

Signature of Owner/Agent: \_\_\_\_\_

Date: \_\_\_\_\_

\*Affidavit to Authorize Agent required, if signed by Agent.

Typed Name of Signatory: \_\_\_\_\_



# Pre-Application Meeting Notes

Meeting Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Request: \_\_\_\_\_

Type of Application: \_\_\_\_\_ Staff Planner for Pre-App: \_\_\_\_\_

Attendees: \_\_\_\_\_

Neighborhood and Business Associations within 300 feet:

Assoc.	Contact Name:	Email:	Phone:

(See Public Participation Report in applicable Application Package for CONA and FICO contacts.)

**An appointment shall made with the staff planner prior to submitting a complete application.**

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# AFFIDAVIT TO AUTHORIZE AGENT

**I am (we are) the owner(s) and record title holder(s) of the property noted herein**

Property Owner's Name: \_\_\_\_\_

**This property constitutes the property for which the following request is made**

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

Parcel ID NO.: \_\_\_\_\_

Request: \_\_\_\_\_

**The undersigned has(have) appointed and does(do) appoint the following agent(s) to execute any application(s) or other documentation necessary to effectuate such application(s)**

Agent's Name(s): \_\_\_\_\_

**This affidavit has been executed to induce the City of St. Petersburg, Florida, to consider and act on the above described property.**

**I (we), the undersigned authority, hereby certify that the foregoing is true and correct.**

Signature (owner): \_\_\_\_\_ Date: \_\_\_\_\_

**Sworn to and subscribed on this date:** \_\_\_\_\_

Identification or personally known: \_\_\_\_\_

Notary Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Commission Expiration (Stamp or date): \_\_\_\_\_



# SIGN VARIANCE

*Applicant Narrative (Page 1)*

All applications for a sign variance must provide justification for the requested variance(s) based on the criteria set forth by the City Code. It is recommended that the following responses be typed. Illegible handwritten responses will not be accepted. Responses may be provided as a separate letter, addressing each of the six criteria.

**ALL OF THE FOLLOWING CRITERIA MUST BE ANSWERED.**

APPLICANT NARRATIVE	
<b>Street Address:</b>	<b>Case No.:</b>
<b>Detailed Description of Project and Request:</b>	
1. What is unique about the size, shape, topography, or location of the subject property? How do these unique characteristics justify the requested variance?	
2. Are there other properties in the immediate neighborhood that have already been developed or utilized in a similar way? If so, please provide addresses and a description of the specific signs or structures being referenced.	
3. How is the requested variance not the result of actions of the applicant?	
4. How is the requested variance the minimum necessary to make reasonable use of the property? In what ways will granting the requested variance enhance the character of the neighborhood?	
5. What other alternatives have been considered that do not require a variance? Why are these alternatives unacceptable?	

Continued on Page 5

# SIGN VARIANCE

*Applicant Narrative (Page 2)*

## APPLICANT NARRATIVE (Continued)

6. In what ways will granting the requested variance enhance the character of the neighborhood?

SITE DATA		
<b>MAXIMUM AREA, FREE-STANDING SIGNS:</b>		
Square feet of <i>proposed</i> free-standing signs	_____	Sq. Ft.
Square feet of <i>existing</i> free-standing signs	_____	Sq. Ft.
Square feet of all <i>existing</i> and <i>proposed</i> free-standing signs	_____	Sq. Ft.
Maximum square feet allowed by City Code	_____	Sq. Ft.
<b>Variance</b>	_____	Sq. Ft.
<b>MAXIMUM AREA, WALL AND WINDOW SIGNS:</b>		
Square feet of proposed wall and window signs	_____	Sq. Ft.
Square feet of existing wall and window signs	_____	Sq. Ft.
Square feet of all existing and proposed wall and window signs	_____	Sq. Ft.
Maximum square feet allowed by City Code	_____	Sq. Ft.
<b>Variance</b>	_____	Sq. Ft.
<b>MAXIMUM HEIGHT:</b>		
Height of proposed sign (measured from) grade to bottom of sign	_____	Sq. Ft.
Height of proposed sign (measured from) grade to highest point	_____	Sq. Ft.
Maximum sign height allowed by City Code	_____	Sq. Ft.
<b>Variance</b>	_____	Sq. Ft.
<b>NUMBER OF SIGNS:</b>		
	Existing	Proposed
Total number of all <i>existing</i> and <i>proposed</i> free-standing signs		
Total number of all <i>existing</i> and <i>proposed</i> wall and window signs		
Maximum number of signs allowed by City Code		
<b>Variance</b>		
<b>LIGHTING:</b>		
Will the sign be illuminated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, will the sign be lit internally or externally?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the sign have lights in motion or animation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



# NEIGHBORHOOD WORKSHEET

Applicants are strongly encouraged to obtain signatures in support of the proposal(s) from owners of property adjacent to or otherwise affected by a particular request.

NEIGHBORHOOD WORKSHEET	
<b>Street Address:</b>	<b>Case No.:</b>
<b>Description of Request:</b>	
The undersigned adjacent property owners understand the nature of the applicant's request and do not object (attach additional sheets if necessary):	
1. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
2. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
3. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
4. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
5. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
6. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
7. Affected Property Address:	
Owner Name (print):	
Owner Signature:	
8. Affected Property Address:	
Owner Name (print):	
Owner Signature:	



# PUBLIC PARTICIPATION REPORT

Application No. \_\_\_\_\_

In accordance with LDR Section 16.70.040.1.F., "It is the policy of the City to encourage applicants to meet with residents of the surrounding neighborhoods prior to filing an application for a decision requiring a streamline review or public hearing. Participation in the public participation process prior to required public hearings will be considered by the decision-making official when considering the need, or request, for a continuance of an application. It is not the intent of this section to require neighborhood meetings, (except when the application is for a local historic district) but to encourage meetings prior to the submission of applications for approval and documentation of efforts which have been made to address any potential concerns prior to the formal application process."

**NOTE: This Report may be updated and resubmitted up to 10 days prior to the scheduled Public Hearing.**

## APPLICANT REPORT

**Street Address:**

1. Details of techniques the applicant used to involve the public

(a) Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal


(b) Content, dates mailed, and number of mailings; including letters, meeting notices, newsletters, and other publications


(c) Where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located


2. Summary of concerns, issues, and problems expressed during the process


## NOTICE OF INTENT TO FILE

A minimum of ten (10) days prior to filing an application for a decision requiring Streamline or Public Hearing approval, the applicant shall send a copy of the application by email to the Council of Neighborhood Associations (CONA) ([variance@stpetecon.org](mailto:variance@stpetecon.org)) and to Federation of Inner-City Community Organizations (FICO) ([kleggs11@outlook.com](mailto:kleggs11@outlook.com)) and by email to all other Neighborhood Associations and/or Business Associations within 300 feet of the subject property as identified in the Pre-Application Meeting Notes. The applicant shall file evidence of such notice with the application.

- Date Notice of Intent to File sent to Associations within 300 feet, CONA and FICO: \_\_\_\_\_
- Attach the evidence of the required notices to this sheet such as Sent emails.