

SIGN VARIANCE APPLICATION



**City of Jackson, Mississippi
Department of Planning and Development
Sign and License Division
200 South President Street
P. O. Box 17
Jackson, Mississippi 39205-0017
601-960-1154**

FOR OFFICE USE ONLY

CASE NO.: _____

CITY OF JACKSON, MS

Application for Sign Variance

I. Subject Property Address: _____

II. Purpose for requested Sign Variance: (Brief Description)

III. Have you or any other individual been cited for or notified of any ordinance violations related to this property or business? _____

If yes, please give details and dates of violations:

IV. Are there any Restrictive Covenants? _____ If yes, please attach copies

V. What is the Zoning classification of property? _____

If yes, please attach copies of agency findings and decisions.

VI. APPLICANT'S INFORMATION:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Fax: _____

Email: _____

VII. APPLICANT WILL BE REPRESENTED BY:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Fax: _____

Email: _____

VIII. CURRENT PROPERTY OWNER(S):

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

IX. APPLICATION FEE SCHEDULE: *fees are non-refundable after public hearing

_____ Variance(s) \$450.00

DECLARATION:

By signing this application, it is understood and agreed that permission is hereby given the duly authorized representative of the City of Jackson to make an investigation of the need for the sign variance request. It is further understood that the Sign & License Manager and staff may inspect the subject property, make photographs and obtain any verifications and data necessary for preparation of its report to the City Council.

The above information is true and complete to the best of my knowledge.

WITNESS THE SIGNATURE(S) of the owner(s) of the subject property located at

Jackson, Mississippi

On this the _____ day of _____, 20_____.

**STATE OF MISSISSIPPI
COUNTY OF HINDS**

Personally came and appeared before me, the within named:

Who signed and delivered the above and foregoing instrument as and for their free act and deed on the day and year therein mentioned, and who acknowledge to me that they are the owner(s) of the subject property as described in this Sign Variance Application.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, this the _____

Day of _____, 20_____.

MY COMMISSION EXPIRES:

NOTARY PUBLIC

GENERAL INSTRUCTIONS

PLEASE NOTE: All requests with supporting documentation and fees must be filed with the Sign & License Manager or his/her designee before your application can be processed. Incomplete applications will not be considered, no exceptions.

1. LEGAL ADVERTISEMENTS:

A legal ad notifying the public of the proposed request will be prepared for the applicant by the Sign and License staff. Staff will send a draft of the legal ad by way of fax, email or mail to the applicant for review. Upon receipt back of the ad with changes of any or acknowledgment of corrections, the staff will submit the ad to the newspaper for publication.

2. APPEARANCE BY THE APPLICANT AT THE HEARING:

The applicant or a representative **must** appear before the City Council to explain their request and answer questions.

3. WITHDRAWALS OR POSTPONEMENTS:

A letter to the Signs and License Manager must be sent prior to the City Council Meeting for the application to be withdrawn.

A request to withdraw and a refund (less the cost of advertisement if that has already occurred), may be filed with the Sign and License Manager up to the time of the City Council Meeting. Once the hearing takes place, the application fee becomes non-refundable.

A postponement may be granted by submitting \$25.00 and a letter to request a postponement to the Sign and License Manager or his/her designee five (5) business days prior to the City Council Meeting.

CHECKLIST FOR SIGN VARIANCE APPLICATION PACKET:

- Completion of sign permit application**
- Sign variance application with fee (completed, signed and notarized)**
- Legal description of property**
- Location map**
- Plot plan**
- Statement of Intent (signed by applicant and notarized) stating the exact nature of the requested variance, the grounds upon which it is requested, or such other information as may be required by said Signs and License manager**