

## **SIGN VARIANCE OR SIGN APPROVAL PROCEDURES**

1. Submit a completed Sign Variance application as well as ten (10) copies of the following items:
  - a.) A site plan of the development drawn to scale which shows the location of all buildings in the development and the location of the business where the proposed sign is to be installed. This site plan shall include the address of the business, dimensions of the building from the roadway, and the dimensions of the proposed sign from the roadway.
  - b.) A building elevation drawn to scale showing the location of the proposed sign on the building. The building elevation should show the entire store frontage of the business with the appropriate dimensions. The building elevation shall also state the proposed square footage of the sign and the style, color and size of the letters.
  - c.) An accurate color rendering drawn to scale of the proposed sign with specifications, which include dimensions, sign composition, details of construction, type of illumination, distance of projection from wall, and any other pertinent information.
2. A non-refundable \$ 105.00 hearing fee, payable to the City of Crestwood, shall be submitted with this application.

**All required information shall be provided with the Sign Variance application. If this information is not provided, the application will be considered incomplete and will be returned to the applicant for completion.**

3. After all of the above requested items have been submitted and approved by the Department of Public Works, the applicant will be placed on the agenda for a hearing before the Planning and Zoning Commission. The Planning and Zoning Commission meets once a month.
4. The Planning and Zoning Commission will grant a variance only if they determine that the granting of such a variance will:
  - a.) Alleviate a hardship or difficulty which is unique to the applicant, that such hardship or difficulty is of such substance and magnitude as to warrant such variance;
  - b.) Secure the public interest;
  - c.) Observe the spirit of the Sign Code;
  - d.) A sign variance can only be granted for the size, location, and number of signs. Variances will not be granted for prohibited signs.
5. After approval of the variance, it will then be necessary for the applicant to obtain a sign permit from the City of Crestwood before the sign can be installed.
6. All questions regarding the procedure for obtaining a sign variance should be directed to the Department of Public Works by calling the Project Manager at 314-729-4724.



**DEPARTMENT OF PUBLIC SERVICES**

One Detjen Drive | Crestwood, MO 63126

**Sign Variance Application      OR      Sign Approval Application**  
**(Circle One Only)**

Application Fee: \$ 105.00 (Cash or check due at time of application-**non-refundable**) Application Date: \_\_\_\_\_

**Please Note: Variance can only be granted for size, location, and number of signs. A variance cannot be approved for prohibited signs.**

Applicant Name and Address: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_

Tenant Name and Address: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Name and Address: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_

The applicant hereby requests a variance to allow: \_\_\_\_\_

Practical difficulties or unnecessary hardships for which the Sign Commission should grant the variance: \_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY**

Variance needed / P&Z Date: \_\_\_\_\_ Approved as submitted \_\_\_\_ Approved with changes \_\_\_\_ Denied \_\_\_\_ **or**

Date to be resubmitted \_\_\_\_\_ Approved as resubmitted \_\_\_\_ Approved with changes \_\_\_\_ Final denial \_\_\_\_

Approval needed / P&Z Date: \_\_\_\_\_ Approved as submitted \_\_\_\_ Approved with changes \_\_\_\_ Denied \_\_\_\_ **or**

Date to be resubmitted \_\_\_\_\_ Approved as resubmitted \_\_\_\_ Approved with changes \_\_\_\_ Final denial \_\_\_\_

Payment Section

Date Paid: \_\_\_\_\_ Payment Amount: \_\_\_\_\_

Payment: Cash \_\_\_\_\_ Check \_\_\_\_\_ Receipt # \_\_\_\_\_

Received By: \_\_\_\_\_

Permit #: \_\_\_\_\_

Contractor's Business License: \_\_\_\_\_