



Sign Variance Application

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Updated **MAY 2024**

NOTICE TO APPLICANT

This application will not be processed until the following items are submitted:

- Filing fee (checks payable to: City of Pooler)
- Survey of the property signed and stamped by a State of Georgia Certified Land Surveyor
- Site plan and/or architectural rendering of proposed development depicting location of lot restrictions
- One copy if 11" x 17" or smaller; 16 copies if larger
- Signed and dated Campaign Contribution and Variance Standards forms
- Authorization of property owner signed, dated, and notarized

Under Contact Information, addresses and telephone numbers do not have to be repeated if already provided. Staff correspondence will be sent to one designated contact person, not all listed.

OFFICE USE ONLY

Hearing Date: _____ Published in Legal Organ: _____

Letters of Notification Mailed: _____ Sign Posted: _____

Action (minutes attached): Approved Denied Results Mailed to Applicant: _____

Contact Information

Applicant Name _____ Applicant Phone _____

Applicant Mailing Address _____ Applicant Email _____

Property Owner Name _____ Property Owner Phone _____

Property Owner Mailing Address _____ Property Owner Email _____

Contact Person Name _____ Contact Person Phone _____

Contact Person Mailing Address _____ Contact Person Email _____

Property Information

Location Address _____ Parcel Identification # _____



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Current Zoning

Current Use

Purpose of the variance request, including specific sections of zoning ordinance that apply:

Adjacent Property Owners

Name and address of surrounding property owner's primary residence within a radius of 200 ft. of the property as of the date of filing. Include those directly across a public right-of-way. Use an additional sheet if necessary.

Name Address Zip

Name Address Zip

Name Address Zip

Name Address Zip

Affidavit

I, the undersigned, certify that I have read, examined, and completed this application and certify that all the information pertained in this application is true and correct.

Applicant Name Applicant Signature Date

Attestant Name Attestant Title Date



Sign Variance Standards

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Updated **SEPT 2023**

Variance Criteria

After an application has been submitted to the Building Official, reviewed by the Planning & Zoning Commission, and a public hearing has been held by the Mayor and Council, the Mayor and Council may grant a variance from the

strict application of the provisions of Chapter 66 of the Code of Ordinances of the City of Pooler only if **all** of the following findings are made:

1. That there are unique physical circumstances or conditions peculiar to the particular property, such as but not limited to irregularity, narrowness or shallowness of the lot size or shape, or an unusual degree or type of development proposed on the property, or exceptional topographical or other physical conditions; and,
2. That because of such physical circumstances or conditions, signage cannot be erected in strict conformity with the provisions of Chapter 66 of the Code of Ordinances of the City of Pooler without undue hardship to the property owner; and,
3. That granting the variance will not result in authorization of a type of sign not otherwise allowed on the property; and
4. That granting the variance will not cause substantial detriment to the public good.

Affidavit of Receipt

I have received a copy of the standards for consideration of my variance request and understand that Mayor & Council may grant my variance only if my request meets all of these standards.

Applicant Name

Applicant Signature

Date



Campaign Contribution Disclosure Form (Zoning Action Applicant)

Per GA § 36-67A-3, rezoning action applicants and opponents are required to disclose campaign contributions or gifts with an aggregate value of \$250 or more made to any City Official within two years immediately preceding the filing of the application. City Officials include the Mayor, Councilmembers, and Planning & Zoning Commissioners. Rezoning action applicant disclosures shall be filed within ten days after the application for the rezoning action is first filed. If additional space is needed, please attach a second form.

Hearing Information

Zoning Action/Agenda Item

Planning & Zoning Public Hearing/Meeting Date and Time

City Council Public Hearing/Meeting Date and Time

Disclosure Statement

Have you made campaign contributions to one or more Pooler City Official(s), including the Mayor, Councilmembers, and/or Planning & Zoning Commissioners, during the past two years that, when combined, total an amount greater than \$250.00?

- NO**, I have not made any campaign contributions to one or more Pooler City Official(s) over the past two years that, when combined, total an amount greater than \$250.00.
- YES**, I have made campaign contributions to one or more Pooler City Official(s) over the past two years that, when combined, total an amount greater than \$250.00
My contribution information is listed below:

City Official Name	Title	Dollar Value	Description of Gift >\$250
_____ City Official Name	_____ Title	_____ Dollar Value	_____ Description of Gift >\$250
_____ City Official Name	_____ Title	_____ Dollar Value	_____ Description of Gift >\$250

I attest that all information provided above is true to fact.

Applicant Name

Applicant Signature

Date



Property Owner Authorization

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Authorization

Completion of this form is required for all Rezoning, Conditional Use, Variance, Site Plan, and Subdivision applications.

Rezoning Conditional Use Variance Site Plan Subdivision

I authorize the person named below to act as Applicant in the pursuit of rezoning, variance or conditional use of property or a site plan submittal.

Applicant/Agent Name

Email

Phone

Applicant/Agent Address

I swear that I am the owner of the property which is the subject matter of the attached application, as shown in the records of Chatham County, Georgia, and that the information contained in this authorization is true and correct to the best of my knowledge and belief.

Property Address

Owner Name

Owner Signature

Date

Notary Public

Subscribed and Sworn This Day Of

Notary Name

Notary Signature

Commission Expiration

Seal