



Community Development Department

City Hall

222 E. 9th Street, 2nd Floor

Lockport, IL 60441

(815) 838-0549, Option 4

www.lockport.org

Sign Variance Application

Last revised 8/14/17

ADMINISTRATIVE VARIANCE

1. Authority. The Zoning Administrator shall have the ability to grant a variance in the following instances only: variance of sign dimensions (height, length, width, area) to an amount no greater than twenty (20%) percent of the corresponding dimension normally permitted in the sign code. In no case shall a variance be granted which increases the number of signs.
2. Notice. For administrative variations a public hearing is not required. Notification of the variance request shall be through certified mail to all property owners within one (1) property radius of the subject property. When a variance is requested in the Historic District the members of the City's Heritage and Architecture Commission shall be notified of the request.
3. Granting or denial of the variance.
 - a. An administrative variance shall be granted by the zoning administrator only when no objections to the variation have been received the Planning Department within fifteen (15) days of the required mailings being sent and the zoning administrator has determined the variation will not merely serve as a convenience to the petitioner, but is necessary to alleviate some demonstrable hardship or unusual practical difficulty and that the granting of the variation will not in any way be inconsistent with the intent and objections of this chapter.
 - b. If an administrative variation is denied, the applicant may apply for the variation administered by the International Code Council Board of Appeals.
4. Period of Validity. Administrative variances are valid for twelve (12) months from the date of the approval. If the sign is not installed within that time period the variance is no longer valid.

INTERNATIONAL CODE COUNCIL BOARD OF APPEALS SIGN VARIANCES

1. Authority. The International Code Council Board of Appeals may grant variances of Lockport's sign code, except that no variance shall be granted that allows something that is otherwise prohibited. In no case shall a variance be granted which increases the number of signs.
2. Notice. International Code Council Board of Appeals review of sign variance applications shall be a public hearing.
 - a. Public notice of such hearing shall be published at least once, but not less than 15 days nor more than 30 days before such hearing, in a newspaper circulated within the city. City Staff will submit published notice to the paper unless an applicant is notified otherwise.
 - b. When a variance is requested in the Historic District the members of the City's Heritage and Architecture Commission shall be notified of the request.
3. Granting or denial of the variance. Following the public hearing the International Code Council Board of Appeals shall either grant or deny the variance. The Board shall base its decision after the evidence presented and whether the variation will not merely serve as a convenience to the petitioner, but is necessary to alleviate some demonstrable hardship or unusual practical difficulty and that the granting of the variation will not in any way be inconsistent with the intent and objections of this chapter. A majority vote of the Board members present is required to modify or reverse the recommendation of the zoning administrator. A tie vote of the members present shall not be sufficient in order to modify or reverse the decision of the zoning administrator.
4. Period of Validity. Variances are valid for twelve (12) months from the date of the approval. If the sign is not installed within that time period the variance is no longer valid.
5. Meeting Dates. The International Code Council Board of Appeals is an on-call board. The Board does not have regularly scheduled meetings and meets on an as needed basis. After the Planning Department receives a completed sign variance application a meeting date will be scheduled.

COMMUNITY DEVELOPMENT DEPARTMENT

222 E. 9th Street, 2nd Floor
Lockport, Illinois 60441
Telephone: (815) 838-0549 option 4
Fax: (815) 588-0111

Sign Variance Application

Applicant: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

*If applicant is not owner of property, a notarized letter must be provided giving written authorization to apply for variance from owner of property.

SUBJECT PROPERTY INFORMATION:

LOCATION: _____

NUMBER OF ACRES: _____ TAX PARCEL _____

PRESENT ZONING: _____ CURRENT USE: _____

LEGAL DESCRIPTION/PLAT OF SURVEY: _____ (attached)

CHECKLIST FOR VARIANCE APPLICATION

- Completed Sign Variance Application
- Detailed drawing of the sign including dimensions, height, and identification of materials.
- Drawing of the sign and its relationship to the building/property.
- Plat of survey showing the proposed location.
- Payment of Fees (cash or check, payable to City of Lockport):
 - \$350 application fee – Administrative
 - \$500 application fee – ICC Board of Appeals
- Provide a digital copy of the properties legal description. This is necessary for public hearing notice.

State of Illinois)
County of Will) SS.
City of Lockport)

No. _____

PETITION FOR VARIATION OF SIGN CODE

TO THE INTERNATIONAL CODE COUNCIL BOARD OF APPEALS

I hereby petition the International Code Council Board of Appeals for a hearing to modify the application of the Sign Ordinance for the following described property; common address and legal description:

Sign Ordinance Section: _____

Variance Proposal: _____

REASONS FOR VARIANCE:

1. Strict enforcement of the present sign ordinance would involve practical difficulties or impose exceptional hardship for the following reasons:

2. The property here involved is differently affected by strict enforcement of the present sign ordinance than other property in the neighborhood in that

3. The variation requested is in harmony with the general intent and purpose of the sign ordinance in that

4. The variation requested will not impair otherwise the public health, safety, comfort, morals, and general welfare of adjoining property in that

Printed Name

Signature of Petitioner ***MUST BE NOTARIZED**

Date Signed

I, _____, being on oath first duly sworn, depose and say that I have read the above and foregoing petition by me subscribed, known the contents thereof and that the same is true and correct to the best of my knowledge and belief.

SUBSCRIBED and Sworn to _____

Before me; a Notary Public;

This _____ day of _____

A.D. 20_____

Notary Public

(Notary Stamp)

Internal Use Only:

Type of Variance: () Administrative () ICC Board of Appeals

Application Received	Date: _____	Initials: _____
Application Approved	Date: _____	Initials: _____
Approval from Zoning Administrator	Date: _____	Initials: _____
Approval from ICC BOA	Date: _____	Initials: _____
Applicant Notified	Date: _____	Initials: _____

Comments: _____

