

City of



SIGN VARIANCE

PERMIT APPLICATION CENTER/CITY HALL
555 LIBERTY STREET SE/ROOM 320
SALEM, OREGON 97301
(503) 588-6256
Website: www.cityofsalem.net

PURPOSE

Each area of land is, to some degree, unique as to its suitability for and constraints on development. Development standards imposed under this code cannot foresee all conceivable situations peculiar to the development of every property at every moment, but are designed as general standards applicable to most situations. It is the intent of variances to provide flexibility, adaptability, and reasonableness in the application and administration of the sign code where special conditions exist. The standards pertaining to Variance are contained in Salem Revised Code (SRC) Chapter 62.

PROCESS

- Applicant submits application (including all items in the attached checklist) to Permit Application Center (Room 320)
- Staff reviews application for completeness (state law requires the city to issue a decision within 120 days of the date an application is deemed complete). If the application is not complete, the applicant will be notified as to what information is missing and allowed 180 days to submit the additional information.
- After the application is deemed complete, Staff sets date for public hearing with the Hearing Officer
- Staff sends notice of hearing, indicating a public comment period of 14 days, to applicant and property owners within 250 ft (Listing of property owners within 250 ft will be prepared by Staff).
- Staff prepares posting sign(s) and sends notice of posting requirements to applicant
- Applicant posts sign(s) along street frontage(s) of property 10-14 days prior to hearing
- Hearings Officer holds Public Hearing. Staff presents Staff Report, followed by testimony from applicant, neighborhood association representative, proponent(s), opponent(s), and rebuttal.
- Hearings Officer renders decision within 45 days
- Staff sends copy of decision to applicant and property owners within 250 ft.
- If approved, applicant may submit plans for building permit

- COMPLETED APPLICATION FORM** - containing original signatures of all owners.
- FILING FEE** - Cash or Check only, must be paid at the time of filing your application. Sign Variance application fee is \$2247.50 + 17.00 property owner notification.
- RECORDED DEED/LAND AND SALES CONTRACT WITH LEGAL DESCRIPTION** – A copy of the recorded deed/land sales contract of the total contiguous ownership of the applicant.
- PROPOSAL DESCRIPTION/REASONS FOR APPLICATION** - The Hearings Officer considers the following criteria for variance requests. SRC Section 62.600 sets forth the following conditions which must be met before variances can be granted. Attach a statement describing the proposal and addressing the considerations outlined below.
 - Compliance with the applicable standard would create an unnecessary hardship due to unique or unusual physical conditions of the property over which the applicant has no control, such as topography and lot size or shape, which are not present on other properties in the same vicinity or sign district, and the variance is necessary to permit signage comparable with other properties in the same sign district in the vicinity;
 - The hardship does not result from actions of the applicant, owner or previous owners of the property;
 - Approval of the variance will not adversely affect the function or appearance of the development and use of the property and surrounding properties; and will not impose limitations on other properties and signage in the area, including signage that would be allowed on adjacent properties; and
 - The degree of the variance is limited to the minimum reasonably necessary to alleviate the problem created by the unique or unusual physical conditions identified pursuant to paragraph (1) of this subsection.
- SITE PLAN** - It is the applicant's responsibility to provide clear and accurate information. Submit one reproducible plan (not more than 11 inches by 17 inches and not less than 8.5 inches by 11 inches) and a plan drawn to a standard scale.
 - Title Block: Type of Application (i.e., "Sign Variance Application"), Date, Applicant's name, Location of subject property, Scale, Directional (north) arrow
 - Street names
 - All property lines with Dimensions
 - Use of main and accessory buildings such as Single Family, Duplex, Garage, Service Station, Retail Sales, Office, etc.
 - Location (distance to property lines) of all Buildings, Fences, Driveways, Parking areas, Off-street loading areas, etc.
 - Square footage or acreage of subject property
- PROPOSED SIGNS** – Submit one reproducible plan of all existing and proposed signs with the following information:
 - Sign dimensions (Height, depth, width),
 - Size of Letters
 - Overall Height from grade to highest point of sign
 - Illumination type,
 - Construction.

NOTE: This packet is supplemental to the Salem Revised Code (SRC). In the event of a conflict between a statement in this document and the SRC applicable to a particular development, the SRC shall apply. Full version of SRC is available online at www.cityofsalem.net Legal Department > Revised Code