



DPZ Office use only BA CASE No. _____ DATE FILE _____
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**SIGN VARIANCE PETITION  
TO THE HOWARD COUNTY HEARING AUTHORITY**

1. **VARIANCE REQUEST** – Please check one then complete request on page 2.
  - a) Variance request for one sign with one road frontage [  ]
  - b) Variance request for one sign with two or more road frontages [  ]
  - c) Variance request for multiple signs [  ]
  
2. **PETITIONER'S NAME** \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_
  
3. **COUNSEL FOR PETITIONER** \_\_\_\_\_  
 COUNSEL'S ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
  
4. **ADDRESS OF SUBJECT PROPERTY** \_\_\_\_\_  
 ELECTION DISTRICT \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_ ACREAGE \_\_\_\_\_  
 TAX MAP # \_\_\_\_\_ BLOCK # \_\_\_\_\_ PARCEL/LOT # \_\_\_\_\_
  
5. **PETITIONER'S INTEREST IN SUBJECT PROPERTY**  
 [  ] OWNER (including joint ownership)  
 [  ] OTHER (describe and give name and address of owner) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**If the Petitioner is not the owner of the subject property, documentation from the owner authorizing the petition must accompany this petition.**

**PLEASE READ!!!**

FAILURE TO USE ONE OF THE FORMATS ON PAGE 2 COULD RESULT IN YOUR  
 PETITION BEING RETURNED TO YOU.  
 YOU MAY ADD ANY FURTHER COMMENTS YOU MAY HAVE AT THE END OF THE  
 FORMAT.  
 TAKE YOUR TIME, READ CAREFULLY AND ADDRESS ALL QUESTIONS.  
 PLEASE HELP US PROCESS YOUR APPLICATION AS QUICKLY AS POSSIBLE BY  
 SUBMITTING ALL THE REQUIRED INFORMATION THE FIRST TIME.

6. **SIGN VARIANCE REQUEST** – The undersigned hereby petition the Hearing Authority for a sign variance under Section \_\_\_\_\_ of the Howard County Code.

Do not deviate from the following format.

Describe the proposed sign or signs in detail:

My proposed sign is a freestanding identification sign (circle one) yes no or

A changeable text sign (circle one) yes no Electronic text yes no

Manual text yes no

Proposed height of sign from grade to top of sign: \_\_\_\_\_ ft. \_\_\_\_\_ in.

Proposed size of sign face and frame (not supporting structure)

**H** - \_\_\_\_\_ ft. \_\_\_\_\_ in. **W**- \_\_\_\_\_ ft. \_\_\_\_\_ in.

Square footage of proposed sign face and frame (not supporting structure) **H X W** = \_\_\_\_\_ sq. ft.

**SIGN A – PROPOSED** setback from **main** street \_\_\_\_\_ right of way  
is \_\_\_\_\_ ft. \_\_\_\_\_ in.

**PROPOSED** setback from **secondary** street \_\_\_\_\_ right of way  
is \_\_\_\_\_ ft. \_\_\_\_\_ in.

**SIGN A - REQUIRED** setback from **main** street \_\_\_\_\_ right of way in  
relation to the square footage of the sign is \_\_\_\_\_ ft. \_\_\_\_\_ in. (sq. ft. of sign x 1)

**REQUIRED** setback from **secondary** street \_\_\_\_\_ right of way in relation  
to the square footage of the sign is \_\_\_\_\_ ft. \_\_\_\_\_ in. (sq. ft. of sign x 1)

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**SIGN B – PROPOSED** setback from **main** street \_\_\_\_\_ right of way  
is \_\_\_\_\_ ft. \_\_\_\_\_ in.

**PROPOSED** setback from **secondary** street \_\_\_\_\_ right of way  
is \_\_\_\_\_ ft. \_\_\_\_\_ in.

**SIGN B - REQUIRED** setback from **main** street \_\_\_\_\_ right of way in  
relation to the height of the sign is \_\_\_\_\_ ft. \_\_\_\_\_ in. (height of sign x 2)

**REQUIRED** setback from **secondary** street \_\_\_\_\_ right of way in relation  
to the height of the sign is \_\_\_\_\_ ft. \_\_\_\_\_ in. (height of sign x 2)

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**SIGN C – PROPOSED** setback from **main** street \_\_\_\_\_ right of way  
is \_\_\_\_\_ ft. \_\_\_\_\_ in.

**PROPOSED** setback from **secondary** street \_\_\_\_\_ right of way  
is \_\_\_\_\_ ft. \_\_\_\_\_ in.

**SIGN C - REQUIRED** setback from **main** street \_\_\_\_\_ right of way in  
relation to the square footage of the sign is \_\_\_\_\_ ft. \_\_\_\_\_ in. (sq. ft. of sign x 1)

**REQUIRED** setback from **secondary** street \_\_\_\_\_ right of way in relation  
to the square footage of the sign is \_\_\_\_\_ ft. \_\_\_\_\_ in. (sq. ft. of sign x 1)

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**7. PLEASE READ CAREFULLY!**

**The Petitioner must check boxes and attach a plan with the following information to each petition for a total of ten (10) sets of applications.**

- A scaled signed and sealed **plat** drawing of the property with street names and speed limits
- A zoning site map indicating the zoning classification for subject property and vicinal properties, available from the counter at the Department of Planning and Zoning, George Howard Building, 3430 Courthouse Drive, Ellicott City, MD. (410) 313-4395
- A scaled drawing showing the location of the proposed sign on the subject property  
All sign drawings must be to the same scale and denote dimensions of the sign (width, height and square footage)
- Signs on buildings must be accompanied by a scaled elevation drawing showing the sign on the building
- Freestanding signs must show their proposed location on the plat or site plan. In addition, you must indicate the proposed sign setback from the property line and road right of way
- Include in your drawings, the range of sign sizes that are available for the proposed sign
- Denote linear footage of building wherever it fronts on a public street

**The following items are intended to be answered by summary statements. If you plan to provide answers to the questions on a separate sheet: "YOU MUST USE THE LETTERS ADJACENT" to each question when labeling your answer sheet. (Failure to do so could result in your application being returned to you.)**

**8. FILL IN THE BLANKS**

A) Describe the proposed sign in detail: The proposed freestanding identification or changeable text sign or etc. sign is \_\_\_ ft. \_\_\_ in. (H) x \_\_\_ ft. \_\_\_ in. (W) x \_\_\_ ft. \_\_\_ in. from grade to top of sign and will be located \_\_\_ ft. \_\_\_ in. from the Name of Street \_\_\_\_\_ road right of way.

B) Describe the unique physical conditions of the property which *prevents* compliance with the sign code: \_\_\_\_\_

\_\_\_\_\_

C) The specific need for the request: \_\_\_\_\_

\_\_\_\_\_

D) How will the sign affect adjacent properties and sight distances? \_\_\_\_\_

\_\_\_\_\_

E) Other factors which the Petitioner desires the Board to consider: \_\_\_\_\_

\_\_\_\_\_

**PLEASE READ QUESTIONS CAREFULLY**

PLANNING & ZONING CAN HELP WITH ADDRESSES, ZONING, AND ZONING MAPS 410-313-4395

- F) Give street addresses, zoning, type and use of structures located on properties adjacent to the property of the proposed new or existing sign.

North \_\_\_\_\_  
Street Address Business Name Zoning

Improved by: Type of structure (brick, wood, single family, multi family, commercial) & number of stories.

West \_\_\_\_\_  
Street Address Business Name Zoning

Improved by: Type of structure (brick, wood, single family, multi family, commercial) & number of stories.

South \_\_\_\_\_  
Street Address Business Name Zoning

Improved by: Type of structure (brick, wood, single family, multi family, commercial) & number of stories.

East \_\_\_\_\_  
Street Address Business Name Zoning

Improved by: Type of structure (brick, wood, single family, multi family, commercial) & number of stories.

- G) Are there any unique physical conditions or exceptional topographical conditions peculiar to the property on which the proposed sign is to be located, including the location of existing buildings and other structures, irregularity, narrowness or shallowness of the lot, irregularity of the road right of way, location on a highway that has a dependency on non-local use, which conditions lead to practical difficulty and unnecessary hardship in complying strictly with the provisions of this subtitle?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- H) Describe any obstructions, such as excessive grade, building interference, structure or landscaping on abutting property or properties which seriously interfere with the visibility of a proposed sign, resulting in practical difficulties and unnecessary hardship in complying strictly with the provisions of this subtitle?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I) Describe any historical, architectural or aesthetic characteristics which shall be considered?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J) If granted, will the variance adversely affect the appropriate use or development of adjacent properties or result in a dangerous traffic condition?

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K) Describe how the requested variance is the minimum necessary to afford relief and can it be granted without substantial impairment of the intent, purpose and integrity of this subtitle?

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L) Have the practical difficulties or hardships been created by the applicant?

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**9. PRIOR PETITIONS**

Has a petition for the same, or substantially the same, variance as contained herein for the same property as the subject of this petition been disapproved by the Hearing Authority within **twenty-four (24)** months of the date of this petition?

{ } YES. If **yes**, provide previous case number BA \_\_\_-\_\_\_ **and** if **six (6)** months have expired since the hearing, submit a new affidavit setting forth new and different grounds on which re-submittal is based (Affidavit is page 7)

{ } NO

**10. ADDITIONAL MATERIAL, FEES, POSTING, AND ADVERTISING**

- The Appellant must submit **one (1) signed original and nine (9) copies of the signed original**, for a total of **ten (10) copies**, of this petition. If supplementary documents or other materials are included, 10 complete sets must be submitted.
- The undersigned agrees to furnish such additional plats, reports, plans, or other materials as may be required by the Department of Inspections, Licenses, and Permits, and/or the Hearing Authority in connection with the filing of this petition.
- The undersigned agrees to pay all costs in accordance with the current schedule of fees.
- The undersigned also agrees to properly post the property at least thirty (30) days immediately prior to the hearing and to maintain the property posters as required and submit an affidavit of posting at, or before the time of the hearing.
- The undersigned also agrees to insert legal notices, to be published one (1) time in at least two (2) newspapers of general circulation in Howard County, as prepared and approved by the Department of Planning and Zoning, at least thirty (30) days prior to the hearing, and to pay for such advertising costs; and further agrees to submit two (2) approved certificates of the text and publication date(s) of the advertisement at or before the time of the hearing.
- The undersigned hereby affirms that all of the statements and information contained in, or filed with this petition are true and correct.
- The undersigned has read the instructions on this form, filing herewith all of the required accompanying information.

\_\_\_\_\_
Signature of Attorney

\_\_\_\_\_
Signature of Petitioner

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For office use only: Hearing Fee: \$310.00 Poster Fee: \$25. 00 each
(The Department of Planning and Zoning will determine how many posters are needed)

HEARING FEE: \$ \_\_\_\_\_ POSTER FEE: \$ \_\_\_\_\_ TOTAL: \_\_\_\_\_

Receipt No. \_\_\_\_\_

Make check payable to "Director of Finance"

**AFFIDAVIT**

BA CASE #: \_\_\_\_\_

PETITIONER \_\_\_\_\_

ADDRESS \_\_\_\_\_

Affidavit made pursuant to the pertinent provisions of Title 22 of the Howard County Code as amended.

THE UNDERSIGNED DOES HEREBY DECLARE THAT NO OFFICER OR EMPLOYEE OF HOWARD COUNTY, WHETHER ELECTED OR APPOINTED, HAS RECEIVED PRIOR HERETO OR WILL RECEIVE SUBSEQUENT HERETO, ANY MONETARY OR MATERIAL CONSIDERATION, ANY SERVICE OR THING OF VALUE, DIRECTLY OR INDIRECTLY, UPON MORE FAVORABLE TERMS THAN THOSE GRANTED TO THE PUBLIC GENERALLY IN CONNECTION WITH THE SUBMISSION, PROCESSING, ISSUANCE, GRANT OR AWARD OF THE WITHIN APPLICATION OR PETITION IN OR BA CASE # \_\_\_\_\_ FOR A ZONING CHANGE AS REQUESTED.

I, WE, DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE AFOREGOING AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY, OUR KNOWLEDGE, INFORMATION AND BELIEF.

\_\_\_\_\_  
Witness Signature Date

\_\_\_\_\_  
Witness Signature Date

\_\_\_\_\_  
Witness Signature Date

**PLEASE CALL 410-313-2350 FOR AN APPOINTMENT TO SUBMIT YOUR APPLICATION**

**County Website: [www.howardcountymd.gov](http://www.howardcountymd.gov)**

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Revised: 07/12