



Department of Public Works

SIGN VARIANCE

Procedures for Obtaining a Sign Variance

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 locations of all buildings in the development and the location of the business where the proposed sign is to be installed. The 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 \$25.00 hearing fee payable to the City of Crestwood and submitted with the 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 Sign Commission. The Sign Commission meets once a month.
4. The Sign 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.
5. After approval of variance, it will then be necessary for the applicant to obtain a sign permit from the City of Crestwood before the sign can be erected.
6. All questions regarding the procedure for obtaining a sign variance should be directed to the Department of Public Works by calling the Code Enforcement Officer at 314-729-4724.



DEPARTMENT OF PUBLIC WORKS
One Detjen Dr. Crestwood, MO 63126
Telephone: 314-729-4724 Fax: 314-729-4729

APPLICATION FOR SIGN VARIANCE

Application Date _____

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

Payment Section

Date Paid: _____

Amount of Payment: _____

Payment Method: Cash _____ Check _____

Check # (if applicable): _____