



CITY OF ST. PAUL
DEPARTMENT OF SAFETY AND INSPECTIONS
375 JACKSON STREET, SUITE 220
ST. PAUL, MINNESOTA 55101-1806
Phone: 651-266-8989 Fax: 651-266-9124
Visit our Web Site at www.stpaul.gov/dsi

SIGN VARIANCE APPLICATION

File #: _____
Date Received _____

APPLICANT

Name _____ Company _____
Address _____
City _____ St. _____ Zip _____ Daytime phone _____
Email _____
Property interest of applicant (owner, contract purchaser, etc.) _____
Name of owner (if different) _____

PROPERTY LOCATION

Address _____
Legal description: _____

(attach additional sheet if necessary)
Lot size _____ Present zoning _____ Present use _____
Proposed Use _____

Variance[s] requested:

Supporting Information: Supply the necessary information that is applicable to your variance request, answers to the following 12 questions, provide details regarding the project, explain why a variance is needed. Attach additional sheet as necessary. Clearly state how each of the required six findings are met (list them).

If you are a religious institution you may have certain rights under RLUIPA. Please check this box if you identify as a religious institution.

Applicant's signature _____ Date _____ City agent _____

SIGN VARIANCE

The St. Paul Board of Zoning Appeals (BZA) has the authority to grant variances from the strict applications of the Sign Code for unique signs or unusual conditions. The Board may not grant a variance which is not otherwise permitted in that zoning district under the provisions of the Sign Code.

The Board of Zoning Appeals must make the following findings in order to grant a sign variance:

1. The sign request is due to unusual conditions pertaining to sign needs for a specific building or lot.
2. The sign would not create a hazard.
3. The sign would not violate Minnesota Statutes or rules and regulations developed pursuant hereto.
4. The sign would not be objectionable to adjacent property owners.
5. The sign would not adversely affect residential property through excessive glare and lighting.
6. The sign would be in keeping with the general character of the surrounding area.

In addition, the BZA must make the following findings required for all types of variances:

1. The variance is in harmony with the general purposes and intent of the zoning code.
2. The variance is consistent with the comprehensive plan.
3. The applicant has established that there are practical difficulties in complying with the provision, that the property owner proposes to use the property in a reasonable manner not permitted by the provision. Economic considerations alone do not constitute practical difficulties.
4. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
5. The variance will not permit any use that is not allowed in the zoning district where the affected land is located.
6. The variance will not alter the essential character of the surrounding area.

In granting a variance, the board shall make written findings stating the grounds upon which the variance is justified.

A zoning variance is valid for two years unless the sign is constructed pursuant to a building permit. The Zoning Administrator may grant an extension not to exceed one additional year.

FILING INFORMATION

The following must be submitted to the Zoning Administration, Department of Safety and Inspections, 375 Jackson Street, Suite 220, St. Paul, MN 55101. Any questions, call 651-266-9008.

1. A variance application form filed by the owner, contract purchaser, lease holder or sign contractor on behalf of the owner.
2. A site plan (for a variance) drawn to a legible scale.
3. A filing fee of **\$547**.
4. Any additional information which would assist the Board in making their decision.

PUBLIC HEARING

The Board of Zoning Appeals meets every other week, usually on Mondays. All items to be placed on the agenda must be submitted at least three weeks prior to the hearing date. The public hearing is held at 3 pm in Room 330 of the City Hall/Courthouse building. **The applicant or their representative is expected to attend the hearing.**

All property owners within 350 feet of the site, as well as the Citizen Participation District Council, are notified by mail at least 10 days prior to the public hearing. Anyone may submit a letter, petition, etc., or appear at the hearing to give verbal testimony about the case, either in support or in opposition.

The zoning administration staff prepares a staff report for each case and makes a recommendation for approval or denial, a copy of which is sent to the applicant before the hearing.

APPEAL

Any affected party may appeal the decision of the Board of Zoning Appeals to the City Council within 10 days of the date of the decision. The reason for the appeal must be submitted in writing to: Zoning Administration, Department of Safety and Inspections, 375 Jackson Street, Suite 275, St. Paul, MN 55101, along with the required filing fee of **\$462**.

TIME LIMIT

A zoning variance is valid for two years unless the sign is constructed pursuant to a building permit. The Zoning Administrator may grant an extension not to exceed one additional year.

ADMINISTRATIVE REVIEW

The Board of Zoning Appeals also reviews any appeal of a decision of the Zoning Administrator dealing with the provisions of the Sign Code. The above procedure is followed. A letter must be submitted specifying the basis for the appeal; the filing fee is **\$547**.