



COMMUNITY DEVELOPMENT

SIGN VARIANCE APPLICATION

Contact Information

Sign Company: _____ Phone: _____

Address: _____ Email: _____

Applicant / Eplans Submitter: _____ Phone: _____

Address: _____ Email: _____

Property Owner: _____ Phone: _____

Address: _____ Email: _____

Property Information

Business Name: _____

Site Address: _____ Tax map & lot number: _____

Sign District: _____ Zoning District: _____

Proposal

Variance to Sign Code Section(s): _____

Summary of Request: _____

To the best of my knowledge, all statements and information contained in this application and attached exhibits are true and correct. I authorize City of Bend staff and/or Hearings Body to enter the property for inspection of the site in conjunction with this land use application.

Property Owner: _____ Date: _____

SUBMITTAL REQUIREMENTS

All plans must be submitted electronically. Please complete this application, save it to your computer, and e-mail it to bendcdd@bendoregon.gov. Once the application is received by the City and entered into our system, you will receive emailed instructions on how to upload your application materials to the City's ePlans electronic permitting system. Application fees may be paid in person or mailed to the City of Bend Permit Center, 710 NW Wall Street, Bend, OR 97701. Credit card payments may also be made by phone after you receive the eplans upload request. Call (541) 388-5580 and select option #3 for the Planning Division to pay with a credit card.

- Written narrative addressing the approval criteria.
- Site plan to standard industry scale. The site plan shall contain the following information (as applicable):
 - Location of existing structures;
 - Existing signs;
 - Proposed signs;
- Building Elevations (for wall signs) to standards industry scale with proposed sign and dimensions.
- Colored illustration of proposed sign to standard industry scale including the following information:
 - Sign dimensions and area calculation;
 - Illumination;
 - Materials and engineering demonstrating structural stability;

BEND CODE 9.50 SIGNS 9.50.140 VARIANCE

Variances to the standards in this chapter will be reviewed in accordance with the procedures and criteria contained in Bend Development Code for Class B Variances.

BEND DEVELOPMENT CODE 5.1.300 Class B Variances

- B. Class B Variance Criteria. The City shall approve, approve with conditions, or deny an application for a Class B variance based upon the following criteria:
1. The proposed variance will not be materially detrimental to the stated purposes of the applicable code requirements listed herein and to other properties in the same land use district or vicinity;
 2. A hardship exists that is peculiar to the nature of the requested use, lot size or shape, topography, sensitive lands, or other similar circumstances related to the property or use over which the applicant has no control, and which are not applicable to other properties in the vicinity (e.g., the same land use district);
 3. The use proposed is permitted within the underlying zoning district, and City standards will be maintained to the greatest extent that is reasonably possible while permitting reasonable economic use of the land;
 4. Existing physical and natural systems, such as but not limited to traffic, drainage, natural resources, and parks, will not be adversely affected any more than would occur if the development occurred in compliance with the subject code standard;
 5. The hardship is not self-imposed and such conditions and circumstances do not merely constitute pecuniary hardship or inconvenience; and
 6. The variance requested is the minimum variance that would alleviate the hardship.