

## Sign Variation Review Process

The Sign Variation process is a combination of a sign appearance review and a variation petition. A sign variation does not require letters to be mailed to adjacent property owners. The public notice requirement is satisfied by posting a public hearing sign on the subject property and publishing a notice in the newspaper. Both of these tasks will be completed by the Village staff.

### Required materials:

1. Form A1 (Basic Application).
2. Form A7 (Sign Permit Application and associated materials)
3. Response to Standards for a Sign Variation (attached)
4. The following items must also be submitted in order to schedule a public hearing:
  - Plat of Survey - must include portion showing legal description of property
  - Copy of covenants & restrictions (typically included in Title Insurance)
  - Copy of most recently paid tax bill
  - If property is held in a Trust, submit a certified copy of the trust agreement and a list of all beneficiaries
  - If applicant is not property owner, submit one of the following:
    - Current lease
    - Letter of Intent or contract to purchase or lease (may redact terms of contract as needed)

### Review process:

1. Send draft materials to Staff for review. **Electronic submittal is required.** Applications and associated plans must be submitted at <http://wftp.wheelingil.gov/CD-Uploads/Upload.asp>.
2. Submit applications and required materials. Separate application form required for each sign.
3. Staff will place notice in newspaper 15-30 days prior to hearing. Public hearing sign will be posted on property.
4. Plan Commission hearing. Commission will review the sign permit application and variation petition. The Commission may vote to approve the appearance of the sign subject to the condition that the Board approves the related variation request.
5. Village Board meeting. The Board meeting is typically 10-20 days after the Plan Commission hearing. The Board will review the Plan Commission's recommendation and then vote to approve or deny the variation request. **Note:** Attendance is required for both meetings.
6. Permit is finalized and issued. If the sign appearance and associated variation are approved, the permit will be finalized as described on Form A7. The hearing sign will be removed and final bill will be prepared (depending on length of hearing and condition of sign).

