

SCV	PETITION FOR SIGN CODE VARIANCE APPROVAL
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SUBMITTALS CAN BE MADE ANY DAY OF THE WEEK
Application for Variance to Chapter 24, Code of Ordinances

CASE NO. _____ **H.T.E. NO.** _____

1. The undersigned hereby applies to the City of Boca Raton for a Variance from Section(s) _____ Chapter 24, Code of Ordinances, the Sign Code Ordinance, and respectfully requests that the necessary reviews/hearings by the City be held to consider the granting of this application. (Attach statement explaining basis for variance request.)

Purpose of request: _____

2. The property is located as follows:
 Address _____

3. (I) (We) are the (check one): () Owner () Lessee () Trustee () Contract Purchaser () Other (specify) _____

4. Record owner of property _____

5. Mailing address _____ Phone _____

Signed _____
 Owner of record or his authorized agent
(ATTACH NOTARIZED AUTHORIZATION)

Signed _____ Date _____
 Applicant

Date _____

Type Applicant's Name _____

Address of Applicant _____

SCV APPLICATION FEE:	\$ 615.00
ADMINISTRATIVE FEE:	\$ 75.00
AD FEE:	\$ 900.00
TOTAL:	\$ 1590.00

Telephone No. _____

Email Address: _____

SIGN CODE VARIANCE PROCESS - Minimum Requirements:

1. Completed SCV form
2. Written letter clearly stating reason for variance
3. Eighteen (18) detailed and dimensioned drawings of the proposed variance
4. C.A.B. review fee

Contact Person _____

Development Services Department Planner:

Telephone No. _____

Received by _____

Date Received _____

NOTE: Any person who acts as a lobbyist pursuant to City Code, Article V. Code of Ethics, Division 2, Lobbyist Registration, must register with the City Clerk prior to engaging in lobbying activities.