

CITY OF SOUTHLAKE

Planning & Development Services · 1400 Main Street, Suite 310 · Southlake, TX 76092
Phone: (817) 748-8069 · Fax: (817) 748-8077

SIGN VARIANCE APPLICATION

	<u>APPLICANT</u>	<u>OWNER (if different)</u>
NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____

The following information pertains to the location for which the variance is being requested:

NAME OF BUSINESS OR OPERATION: _____

STREET ADDRESS: _____

LEGAL DESCRIPTION: Lot _____ Block _____ Subdivision _____

I hereby certify that this application is complete as per the requirements of Sign Ordinance No. 704-C as summarized below. I further understand that it is necessary to have a representative at the City Council meeting who is authorized to discuss this request.

Applicant's signature: _____ Date: _____

The following checklist is a summary of requirements for sign variance requests as required by the City of Southlake. The applicant should further refer to the Sign Ordinance No. 704-C and amendments, and other ordinances, maps, and codes available at the Town Hall that may pertain to this sign variance request. In addition to paper submittals please submit electronic copies attached to an email addressed to jcroby@ci.southlake.tx.us. Graphics should be in .jpeg, .pdf, or .bit format.

- _____ Completed sign variance request application.
- _____ Completed demonstration of conditions applicable to the requested variance (see attached.)
- _____ Site plan showing the location of the sign variance request and any other signs that conform to or are exempt from the sign ordinance. The site plan shall also indicate the building, landscaped areas, parking & approaches and adjoining street R. O. W.
- _____ Scaled and dimensioned elevations of the signs for which the variance is requested. For attached signs, the elevations shall show the building in a full panoramic view with a rendition of the sign for which the variance is requested, and any other signs that conform to or are exempt from the sign ordinance. Existing signs will require a before and after rendition. Please provide 12 color copies of all sign drawings.

