CITY OF HALTOM CITY, TEXAS

4801 Haltom Rd, Post Office Box 14246, Haltom City, Texas, 76117-0246, 817/222-7757

APPLICATION FOR VARIANCE
SIGN BOARD OF APPEALS

Date:	**File Number:**

I, _____, the undersigned applicant hereby make application for a
(please print)

Variance to Ordinance No._____ on the following described property located in the City of Haltom City, Texas.

Present Zoning:_____

Address of Property:_____

Legal Description: Lot: _____ Block: _____ Addition: _____
Tract: _____ Survey: _____ Abstract: _____

Type of Variance: _____

Documents Required: Survey or Site Plan in 11x17 size showing location of sign, distance from property line, property easements and any other structures. Signed completed Sign Permit application. Letter addressed to the Sign Board of Appeals requesting the variance. Photos and engineered drawings of the proposed sign.

Attach all supporting documents as detailed in the attached checklist to this complete signed application. Application fees are due upon submittal. Incomplete applications will be denied.

The undersigned hereby certifies that the above named subdivision and accompanying data is true and correct. All provisions of laws and ordinances governing this variance will be complied with whether specified herein or not. The scheduling of this application on the agenda of the Sign Board of Appeals for consideration does not presume the approval of the above mentioned subdivision.

Name:

_____ _____ _____
(signature of applicant) (printed named of applicant) (date)

_____ _____
(address of applicant) (telephone number/Fax)

Name:

_____ _____ _____
(signature of owner) (printed name of owner) (date)

_____ _____
(address of owner) (telephone number/Fax)

FOR CITY USE ONLY

Application Fee ($300.00) **Received By Staff:** _____ **Receipt Number:** _____

Accepted for Completeness by: **Staff Signature**: _____ **Date:** _____

EVENT	**DATE**	**ACTION**

SBA Action: _____

Updated 12-10-2025