



SIGN VARIANCE APPLICATION

Applicant		Owner (attach additional sheets if necessary)	
Company		Company	
Contact		Contact	
Address		Address	
Telephone		Telephone	
Fax		Fax	
Email**		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, as amended, as summarized below. I further understand that it is necessary to have a representative at the Sign Board and City Council meetings who is authorized to discuss this request.

Applicant's signature: _____ Date: _____

Printed name: _____

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, as amended, and other ordinances, maps, and codes available online or at the Planning Department that may pertain to this sign variance request. Please submit the complete proposed sign package electronically to the following email planningsubmittal@ci.southlake.tx.us Graphics should be in .jpeg or .pdf format.

_____ Completed sign variance application and demonstration of conditions

_____ Narrative

_____ 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 or public right of way.

_____ 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.



Demonstration

1. That a literal enforcement of the sign regulation will create an unnecessary hardship or practical difficulty on the applicant.
2. That the situation causing the unnecessary hardship or practical difficulty is unique to the affected property and is not self imposed.
3. That the variance will not injure and will be wholly compatible with the use and permitted development of adjacent properties.
4. That the variance will be in harmony with the spirit and purpose of the sign ordinance.