



## CITY OF MESQUITE SIGN VARIANCE REQUEST

**A sign variance request must contain all information as indicated below or the request cannot be processed.**

1. Completed Sign Variance Application (15 copies)
2. 8-1/2" x 11" drawing with the following information: (15 copies of each)
  - Drawing of sign, with all dimensions to scale
  - Sign location on property in relation to building, streets and property lines
  - Vicinity map
3. \$500.00 Board of Adjustment fee

The completed application along with all copies must be returned to Building Inspection by \_\_\_\_\_ to be eligible for the \_\_\_\_\_ Board of Adjustment meeting.

**CITY OF MESQUITE**  
**SIGN VARIANCE APPLICATION**

**Note to Applicants:**

Section 13-3 of the Mesquite City Code provides that the Board of Adjustment may grant variances as to the *location* and *size of permitted* signs. Therefore, the Board is not authorized to hear variances that pertain to sign characteristics other than location and size. Nor may the Board hear variances that involve prohibited signs.

**APPLICANT'S STATEMENT IN SUPPORT OF THE VARIANCE**

I hereby request to be placed on the **Board of Adjustment** agenda on \_\_\_\_\_, 20\_\_\_\_, for the purpose of hearing the following variance to the sign ordinance:

**(Explain your request below:)**

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Location of Property \_\_\_\_\_

Size (surface area of sign face, one side) \_\_\_\_\_

Height of Sign (ground to top of sign) \_\_\_\_\_

Height of Sign (ground to bottom of sign) \_\_\_\_\_

Setback from Property Lines \_\_\_\_\_

1. Explain why granting the requested variance will not be contrary to the public interest:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe what special conditions exist on your property that make the variance necessary:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Explain how, if the variance is not granted, it will cause an unnecessary hardship for you to use your property for a valid purpose: (a hardship may not be self-imposed or financial in nature)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner of Property \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**OWNER'S AFFIDAVIT**

*State of Texas  
County of Dallas*

*Before me the undersigned on this day personally appeared \_\_\_\_\_  
who on his/her oath certifies that the above/attached statements are true and correct and that he/she is the legal owner of the  
property.*

\_\_\_\_\_  
*Property Owner Signature*

*Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.*

\_\_\_\_\_  
*Notary Public In and For Dallas County, TX*

*Community Development Department  
Building Inspection Division*

Signs/BOA/BOASignApp

# BOARD OF ADJUSTMENT

## 2011 Submittal Schedule

Application Deadline	BOA Meets 4th Thursday* at 6:30 p.m.
December 30	January 27
January 27	February 24
February 24	March 24
March 24	April 28
April 28	May 26
May 26	June 23
June 30	July 28
July 28	August 25
August 25	September 22
September 29	October 27
November 7	December 1
Dec. 30, 2011	January 26, 2012