



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
2. 8-1/2" x 11" drawing with the following information:
 - 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:)

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 _____

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

2017 Board of Adjustment Calendar

Applications Deadline	Mailout to Property Owners 11 days prior to meeting	Staff Reports Friday prior to meeting	Board of Adjustment Meeting
29-Dec	13-Jan	20-Jan	26-Jan
26-Jan	10-Feb	17-Feb	23-Feb
23-Feb	10-Mar	17-Mar	23-Mar
30-Mar	14-Apr	21-Apr	27-Apr
27-Apr	12-May	19-May	25-May
25-May	9-Jun	16-Jun	22-Jun
29-Jun	14-Jul	21-Jul	27-Jul
27-Jul	11-Aug	18-Aug	24-Aug
24-Aug	8-Sep	15-Sep	21-Sep
28-Sep	13-Oct	20-Oct	26-Oct
9-Nov	24-Nov	1-Dec	7-Dec
28-Dec	January 12, 2018	19-Jan	January 25, 2018