



City of Mesquite  
Board of Adjustment  
Application – Sign Variance

Please print legibly. This application can also be completed online at <https://www.cityofmesquite.com/DocumentCenter/View/7723/Board-of-Adjustment---Application-for-Sign-Variance>

**Application Checklist**

- Completed Application     Site Plan/Drawing     Application Fee
- Owner Authorization Form (Page 5)

**Property Information** – Where the request is located

Physical Address: \_\_\_\_\_ City, State: Mesquite, Texas  
Zip Code: \_\_\_\_\_

**Applicant Information** – The person filling out the application

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
I would like an interpreter at the meeting:     Yes     No    Language: \_\_\_\_\_

**Property Owner(s) Information** – The owner of the property listed as physical address

Same as Applicant:     Yes     No    (If no, fill in information below)  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City, State: \_\_\_\_\_  
(If different from physical address)  
Zip Code: \_\_\_\_\_

**Office Use Only**

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Size of Property: \_\_\_\_\_ Square Feet    When was the property platted: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Project Intake: \_\_\_\_\_ Case Number: BOA  
 Sign Variance (\$500)

# Request

Explain your request below:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Sign Type \_\_\_\_\_

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

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

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

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

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 variance that pertain to sign characteristics other than location and size. Nor may the Board hear variances that involve prohibited signs. In order to grant a zoning variance from the terms of this Sign Ordinance the Board must find that:

1. The variance is not contrary to the public interest.

Yes  No

If no, explain:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

2. Due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship.

Yes  No

Explain how.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

3. The spirit of the Mesquite Sign Ordinance is observed and substantial justice is done.

Yes  No

Explain:

---

---

---

---

---

---

---

---

---

---

## OWNER AUTHORIZATION FORM

1. I hereby certify that I am the owner of the subject property or the duly authorized agent of the owner of the subject property for the purpose of this application.
2. I hereby designate the person named as the applicant on page 1 of this application, if other than myself, to file this application and to act as the principal contact person with the City of Mesquite.
3. I hereby authorize the City of Mesquite, its agents or employees, to enter the subject property at any reasonable time for the purpose of taking photographs, documenting current use and current conditions of the property; and further, I release the City of Mesquite, its agents or employees from liability for any damages which may be incurred to the subject property in taking of said photographs.
4. I have read and understand the information contained in the Board of Adjustment Application packet.

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

## Site Plan Checklist

- Property Lines
- Sign Location
- Other Structures on Property
- Driveway and parking
- Streets/Alleys
- Sign Type, Height, Size and distance from property lines and other free standing signs
- Distance between Structures and Property Lines (feet)
- Legend (If needed)

#### **Sec. 13-4. Board of Adjustment variances.**

- (a) *Board of Adjustment.* The Board of Adjustment (the "Board"), pursuant to the authority set forth in the Zoning Ordinance, may grant variances as to the height, size and location of permitted signs, except electronic video screens.
- (b) *Procedure.* A property owner or the owner's authorized representative may file with the Planning and Zoning Division of the City an application for variance to the height, size or location of a permitted sign. Such application shall be made on a form provided by the City. Upon filing of an application the Manager of Planning and Zoning will within ten (10) business days determine if the application is complete. If incomplete, the application shall be returned to the applicant noting the areas of deficiency. If complete, the application will be set on the next available Board agenda, in accordance with the preset schedule for such meetings, for a public hearing. In no event will the hearing date be more than forty-five (45) days from the date the application is deemed complete.
- (c) *Notice.* Notice of the variance hearing shall be by posting on the agenda for the Board in compliance with applicable law.
- (d) *Criteria.* A variance under this subsection may be granted if the variance is not contrary to the public interest, and, due to special conditions, the literal enforcement of the provisions of this Chapter would result in unnecessary hardship and so that the spirit of this Chapter is observed and substantial justice done. Content may not be considered in granting a variance except as permitted by law.
- (e) *Votes required.* The concurring vote of four (4) members of the Board is necessary to approve a sign variance under this Section.
- (f) *Minutes.* The minutes of the Board shall state the reasons for granting or denying a sign variance.
- (g) *Time limits.* Each determination of the Board granting a variance shall be conditional upon the privileges being utilized within one hundred eighty (180) days after the date of the Board's decision. If a permit application is not filed within that time and carried on diligently to completion, the authorization shall become void and the variance granted by the Board shall be deemed to have lapsed.
- (h) *Appeal.* The decision of the Board under this Section shall be final