

SIGN COORDINATION PLAN / SIGN VARIANCE APPLICATION

CITY OF FRISCO DEVELOPMENT SERVICES (972) 292-5300

Subdivision Name and Project Name: _____

Survey Name: _____ Abstract #: _____
of Lots: _____ # of Total Acres (rounded to nearest tenth): _____

The applicant is encouraged to schedule a meeting with Development Services staff to discuss the variance request prior to submitting an application for a sign variance.

Current Property

Owner's Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Fax #: _____
Email Address: _____

Owner's Signature: _____

Applicant's

Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Fax #: _____
Email Address: _____

Representative's

Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone #: _____
Fax #: _____
Email Address: _____

Items to be Submitted:

- Sign Coordination Plans (see Checklist for a description of the plan) – 3 copies of each exhibit*
- Description of Requested Variance Form
- \$150 application fee
- Postage costs
- Mailing labels for all property owners within 200' of property line
- CD disk containing a .jpg, .tif, or .bmp file depicting the sign

INCOMPLETE APPLICATIONS AND APPLICATIONS DELIVERED BY COURIER WILL NOT BE ACCEPTED!!

* After staff review of the sign coordination plans are complete, 10 copies of the plans will be required if the plan is required for a variance request. Additional copies of the plans will be required should the variance be appealed to the City Council.

STATE OF TEXAS)
COUNTY OF _____)

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

Owner, Applicant, or Representative

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20_____

My Commission expires _____

Notary Public in & for the State of Texas

OFFICE USE ONLY

Location of Property: _____

Neighborhood #: _____ Receipt #: _____

This application meets Development Services' requirements for processing.

Signature

Date

DESCRIPTION OF REQUESTED SIGN VARIANCE

Cite the specific section of Sign Ordinance from which a variance is needed:

Describe the variance (attach additional sheet if necessary):

In order to approve a request for a variance, the Planning & Zoning Commission must determine that the request meets three (3) of the following four (4) criteria. Please describe how the requested variance meets the following criteria.

- 1. The proposed sign shall not adversely impact the adjacent property (visibility, size, etc.)

- 2. The proposed sign shall be of a unique design or configuration.

- 3. The special exception is needed due to restricted area, shape, topography, or physical features that are unique to the property on which the proposed sign would be erected.

- 4. The special exception will substantially improve the public convenience and welfare and does not violate the intent of the Sign Ordinance.

SIGN VARIANCE/SIGN COORDINATION PLAN CHECKLIST

The following information should be included with an application for a **Sign Variance**:

- Written authorization to pursue the variance from the owner of the property on which the sign is to be located;
- Application fee of \$150.00 + postal cost for mailing to property owners within 200 feet of the subject property;
- Mailing labels with name and address of property owners within 200 feet of the subject property;
- A CD-ROM Disk containing a .jpg, .tif, or .bmp file depicting the proposed sign.

The following information should be included with an application for a **Sign Coordination Plan**:

- A site plan illustrating the location of existing and proposed signs in relation to other site improvements on the property and, if required by City staff, on adjacent properties;
- Elevations of the sign(s) illustrating materials of construction, dimensions, colors, lighting, and font of letters;
- If the sign is attached to building, the elevation shall include a composite of the sign and building;
- Elevations depicting the size of the sign in relation to its surroundings, such as buildings, pedestrians, and traffic;
- A CD-ROM Disk containing a .jpg, .tif, or .bmp file depicting the proposed sign.