

# 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:

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Describe the variance (attach additional sheet if necessary):

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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.)

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

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- 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.

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

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## **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.