

This section office use only							
Application #			Receipt #				
Cash □			сс 🗆		Phone order □		
Check #			Ва	Balance due			
Permit ty	эе		Plan #	‡		TIFF#	

## **Board of Adjustment - Signs**

Date									
<ul> <li>Fee is \$200.00 and is paid at the time the request is submitted for placement on the agenda</li> <li>All application fees are non-refundable</li> <li>All credit card transactions include a 3% convenience fee</li> <li>Application must be completed in its entirety prior to submittal</li> </ul>									
		T					<del></del>		
Propert	y Address							Zip	
Lot			Block		Addition	_			
Applica	nt name						Phone		
☐ Check if owner is giving applicant authority to represent the case before the board									
Owner name						Phone			
Owners	Owner signature								
Request	Request from the Carrollton Sign Code, Chapter 151 & Section								
Appeal	Appeal □ Variance □ Special exception □								
Describe	e request								
Describe hardship (variance only)									
			l						
Mail no	tification of	the board	's determ	nination to the name and address li	isted below				
Name									
Address									
Applicant hereby appeals this case to the Board of Adjustment for review and a decision and certifies that the statements on this application are true and correct.									
Signed and entered this day of, 20									
				A 1: 16: 1					
Applicant Signature STATE OF TEXAS									
County of									
SWORN TO and Subscribed before me by, on this									
day of, 20									
					[Sea	all			
Notary Public [Seal]									

Additional information is on reverse side of application

## **Applicant Information**

- Meetings are held the fourth Thursday of each month as needed at 6:30 p.m. in the Council Chambers, City Hall, 1945 E. Jackson Road
- This request must be submitted no later than the fourth Wednesday of the month prior to the date of the meeting
- Approval of this board is not a permit; a separate application for permit is required
- If the request is approved by the board, permit is then issued by building inspection
- Permit must be posted on the job site before construction begins
- Variance is null if permit is not obtained within 60 days from variance approval

## **Include with Application**

Cover letter describing type of request, such as a variance, special exception or appeal of building official decision
Hardship must be described if request is for a variance
Scaled drawings of site plan that indicates the sign location, setback dimension, and sign elevation
Scaled drawings of sign plan that indicates height and dimension
Application for sign permit, if applicable
All attachments included with application are to be 8 $\%$ " x 11" in size
Any documents presented at the hearing as evidence are required to be retained by the board coordinator in the official record
Direct any questions regarding this procedure to city staff

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In order to make a finding of hardship and to grant a variance, the Board of Adjustment must determine that <u>all</u> of the following conditions are met:				
A.	The requested variance does not eliminate any requirements of this ordinance or its amendments and does not allow any prohibited signs			
В.	The hardship is not in any way the result of the applicant's own action			
C.	The hardship is peculiar to the property of the applicant and not due to the general conditions of the neighborhood; economic gain or loss shall never be sufficient grounds for the finding of a hardship or the granting of a variance			
Staff co	mments relative to A, B, C:			
Date	Staff signature			
	Board of Adjustment action			
File nur	nber: BOA			
Date of	action			
Subject	property address			
Action (	of board: Denied  Approved  Approved			
Subject	to the following conditions:			
Attest:				
Accest.				
Chairma	an/ Board of Adjustment Secretary/ Board of Adjustment			
☐ Action mailed to applicant ☐ Action received in person by applicant ☐ Date:				