



Board of Adjustment - Signs

This section office use only					
Application #		Receipt #			
Cash <input type="checkbox"/>		CC <input type="checkbox"/>		Phone order <input type="checkbox"/>	
Check #		Balance due			
Permit type		Plan #		TIFF #	

Date	
<p>● Fee is \$200.00 and is paid at the time the request is submitted for placement on the agenda ● All application fees are non-refundable ● All credit card transactions include a 2% convenience fee ● Application must be completed in its entirety prior to submittal</p>	

Property Address					Zip	
Lot		Block		Addition		
Applicant name					Phone	
<input type="checkbox"/> Check if owner is giving applicant authority to represent the case before the board						
Owner name					Phone	
Owner signature						
Request from the Carrollton Sign Code, Chapter 151 & Section _____						
Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Special exception <input type="checkbox"/>						
Describe request						
Describe hardship (variance only)						

Mail notification of the board's determination to the name and address listed 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_____.

Applicant Signature

STATE OF TEXAS
 County of _____

SWORN TO and Subscribed before me by _____, on this
 _____ day of _____, 20_____.

[Seal]

 Notary Public

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 ½" 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

This page office use only

In order to make a finding of hardship and to grant a variance, the Board of Adjustment must determine that all 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
- B. 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 comments relative to A, B, C:

Date

Staff signature

Board of Adjustment action

File number: BOA _____

Date of action _____

Subject property address _____

Action of board: Denied Approved

Subject to the following conditions: _____

Attest:

Chairman/ Board of Adjustment

Secretary/ Board of Adjustment

Action mailed to applicant Action received in person by applicant Date: _____