



# Sign Variance Packet

## Section 101: Submission Requirements:

**Sign Variances may only be filed to reduce a sign setback or allow sign area increase of a maximum forty percent (40%) of sign area or height.**

All schematics shall be drawn in accordance with the 2006 International Building Code Standards and 2014 National Electrical Code as adopted by the city. The following items shall be provided in order to begin completeness review, as applicable based on the types of signage:

- A. Submittal of appropriate filing fees for the application. **Outside any historic district: \$600.00 + 115% for any City third-party review, as needed; Inside any historic district \$300.00 + 115% for any City third-party review, as needed.**
- B. Copy of the application with all information completely filled out and all applicable signatures.
- C. Narrative and evidence regarding how the project meet each of the following findings of fact:
  1. The lot on which the activity is located is unusually shaped or exhibits unusual topography; and
  2. Such physical characteristics prevent legal signage from identifying the activity as compared to legal signage identifying other activities in the immediate area.

**Failure to provide evidence supporting variance request may result in denial.**

- D. Site plan showing at minimum a scale and north arrow and any other information related to the variance request or placement of the signs.
- E. Schematics showing types of signage and general description of structural design, wiring diagrams, construction materials, height, width, lettering, perimeter and area dimensions (by square footage), means of support, method of illumination (may require separate electrical permit) and information relating to the variance request.

One (1) of each item shall be submitted in electronic format to [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us)

## Section 102: Submittal Review

This review is conducted by the Sign Administrator and may include other City Staff as necessary based on the types of signage with the application. This type of review will determine whether everything necessary has been submitted regarding the request. The City shall have ten (10) business days to review for applicable requirements. If the Administrator determines additional information is needed, the applicant will be sent notice of the deficiency with appropriate references to the application, City Code requirements, or other agreements. One (1) copy of any additional information must be submitted for review to the City.

## Section 103: Board of Adjustment Consideration (Action)

Within thirty (30) days of application submittal by the applicant, the item shall be scheduled for the Board of Adjustment for a consideration (action), unless agreed upon longer by the applicant and City in writing.

# SIGN VARIANCE APPLICATION

Date: \_\_\_\_\_

## SITE INFORMATION

Project Address: \_\_\_\_\_

Parcel Identification Number (if no address): \_\_\_\_\_

## APPLICANT / SIGN CONTRACTOR

Contractor License Number: \_\_\_\_\_

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_; Phone Number: \_\_\_\_\_

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## BUSINESS OWNER / TENANT

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_; Phone Number: \_\_\_\_\_



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