

## APPLICATION & CHECKLIST – SIGN CONTROL BOARD

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**Variance:** \_\_\_\_\_ (Variance Requested) \_\_\_\_\_ (Submittal Date)

**INSTRUCTIONS:**

- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City’s website ([www.cityofkyle.com](http://www.cityofkyle.com)) or at city hall.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your subdivision. *This checklist is only a guide.*

**REQUIRED ITEMS FOR SUBMITTAL PACKAGE:**

**The following items are required to be submitted to the Building Inspections Department in order for the variance application to be accepted.**

- \_\_\_\_ 1. Letter to the Sign Control Board signed by owner in which written appeal states all facts and circumstances making a variance or special exception necessary.
  
- \_\_\_\_ 2. Two prints of the plan.  
Site plan or plot plan of property must include north arrow, scale, dimensions, setbacks, property lines, easements, right-of-way, adjacent streets, location of proposed sign and any other information to assist in consideration of request.
  
- \_\_\_\_ 3. Scaled and dimensioned elevations of the sign for which the variance is requested. For attached signs, The elevations shall show the building in a full panoramic view with a rendition of the sign for which the variance is requested, and any other signs that conform to or are exempt from the Sign Ordinance. Existing signs will require a before and after rendition. Please provide 2 color copies.
  
- \_\_\_\_ 4. Application fee: \$150
  
- \_\_\_\_ 5. Findings Statements (see attached)
  
- \_\_\_\_ 6. Additional support information: \_\_\_\_\_

A meeting will be scheduled for the Sign Control Board after the application has been received and notification requirements have been met.

**Variance Application:**

**1. Ownership Information:**

Name of Property Owner \_\_\_\_\_

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

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

**2. Nature of Request**

The above named applicant hereby requests a variance from the following portion of the City of Kyle Ordinances:

Ordinance #: \_\_\_\_\_

Section: \_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_

Legal description: \_\_\_\_\_

Brief explanation of request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Agent Information:**

If an agent is representing the owner of the property, please complete the following information:

**Agent's Name:** \_\_\_\_\_

Agent's address: \_\_\_\_\_  
\_\_\_\_\_  
Agent's Phone Number: \_\_\_\_\_  
Agent's Fax Number: \_\_\_\_\_  
Agent's Mobile Number: \_\_\_\_\_  
Agent's Email Address: \_\_\_\_\_

I hereby authorize the person named above to act as my agent in processing this application before the Sign Control Board of the City of Kyle:

Owner's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**4. The Sign Control Board must determine the existence of, sufficiency of and weight of evidence supporting the findings below. Therefore, you must complete each applicable Findings Statement as part of your application. Failure to do so may result in your application being rejected as incomplete:**

**(a) That a literal enforcement of the sign ordinance will create an unnecessary hardship or practical difficulty on the applicant:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(b) That the situation causing the hardship is unique to the affected property and is not self imposed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(c) The variance will not alter the character of the area adjacent to the property, will not impair the use adjacent conforming property.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) The variance will be in harmony with the spirit and purpose of the Sign Ordinance.

*Note: The Board cannot grant a variance that would provide the applicant with a special privilege not enjoyed by others similarly situated or potentially similarly situated.*

I hereby certify that the above information provided to the City of Kyle is true and accurate and that I am the owner of the above described property.

Owner's Signature

Date

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*Do Not Write Below This Line – Staff Will Complete*

Hearing Date Before Sign Control Board: \_\_\_\_\_

Action: \_\_\_\_\_