THE CITY OF EDINBURG
Planning & Zoning Department

SIGN VARIANCE APPLICATION

SECTION A. APPLICANT INFORMATION

Petitioner's Name: _____

Mailing Address:_____

Phone No. (Home): _____ **(Work):** _____ **(Cell):** _____

Owner's Name:_____

Mailing Address: _____

Phone No. (Home): _____ **(Work):** _____ **(Cell):** _____

SECTION B. LOCATION OF PROPOSED SIGN

Address or General Location: _____

Property Description: _____
Lot Block Subdivision

Property Zoning: _____ **Use of Land:** _____

SECTION C. REQUESTED SIGN VARIANCE

Variance to Section(s):_____of Article 12 Sign Ordinance.
Current Ordinance Requirement(s): _____
_____
_____

I hereby request a variance from the size, height, type, number of signs, or setback requirements of the Sign Ordinance to allow (please describe): _____
_____
_____

As petitioner or owner, I (we) hereby request a hearing on the Sign Variance Application being requested before the Planning and Zoning Commission and City Council.

Signature: _____ **Date:** _____

Petitioner's/Owner's Name (Please Print): _____

$150 Application Fee: _____ **Application Received by:** _____
Receipt No.

Application deadline: _____P&Z Hearing date: _____ CC Hearing date: _____

415 W. University Dr. ● P. O. Box 1079 ● Edinburg, TX 78540
Phone (956) 388-8202 ● Fax (956) 292-2080 ● www.cityofedinburg.com

<u>SECTION D.</u> SUBMITTAL REQUIREMENTS

1. If the petitioner is not the owner, a letter signed and dated by the owner certifying their ownership of the property and authorizing the petitioner to represent the person, organization, or business that owns the property.
2. If not platted, submit a metes and bounds legal description or survey of the property**.**
3. A written statement documenting the reason for the variance(s).
4. Drawing submitted on paper or electronically no larger than 11"x17" showing: 1) Scale and north arrow; 2) Location of site with respect to streets and adjacent properties; 3) Property lines and dimensions; 4) Location and dimensions of buildings, parking areas, and signs; 5) Location and dimensions of face and structure of the proposed sign or signs; 6) Signage specifications; and, 7) any other information applicable to the requested variance.
5. Application Fee