

MUNICIPAL SIGN REVIEW BOARD - SIGN CODE VARIANCE APPLICATION & CHECKLIST

Current Zoning: _____

(Submittal Date)

INSTRUCTIONS:

- **Submit application by appointment** with the Planning Department. 512-332-8840
- Fill out the following application and checklist completely prior to submission, placing.
- Use the most current application from the City's website (www.cityofbastrop.org). City ordinances can be obtained from the City of Bastrop.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be submitted to the Planning Department in order for the application to be accepted.

- ___ 1. Completed and signed application/checklist with owner's signature.
- ___ 2. Letter to Municipal Sign Review Board signed by owner in which written appeal states all facts and circumstances regarding hardship caused by code requirement and need for request.
- ___ 3. Notification list of property owners within 200 feet of subject property as identified on the latest approved tax roll. Notification list shall be provided on one set of mailing labels (Avery 5160 or similar).
- ___ 4. Site Plan (see details below)
- ___ 5. Elevation of sign(s)
- ___ 6. Application fee – \$300/parcel plus \$3.00/acre

Description of Property

Name of Subdivision: _____ Lot & Block: _____

Number of Acres: _____ Survey: _____ Abstract: _____

Location of property (using directional indicators e.g. north, south, east, west when possible): _____

Sign Category: _____

Number of existing signs by type and size with total square footage by type: _____

Variance Request

Size (dimensions and area) of proposed sign(s): _____

Height of proposed sign(s): _____

Content of proposed sign(s): _____

Code Section (title and number) and Requirement

Site Plan Requirements

- ___ Date
- ___ Scale (i.e. 1" = 20')
- ___ North arrow
- ___ Name/address of property owner(s)
- ___ Address and legal description of subject property
- ___ Name and title of preparer
- ___ Legal description and names of adjacent property owners
- ___ Property lines with dimensions
- ___ Easements
- ___ Setback lines
- ___ Existing and proposed buildings and other improvements with setbacks and heights
- ___ Use of existing and proposed buildings
- ___ Approximate location of existing buildings within 100 feet of subject property
- ___ Location of existing and proposed:
 - ___ Drainage
 - ___ Utilities
 - ___ Streets/alleys with names
 - ___ Landscaping and/or screening devices
 - ___ Off-street parking and loading facilities
 - ___ Ingress/egress to subject property
 - ___ Type, location and dimensions of all signs
 - ___ Existing and proposed lighting

Other data, documentation and/or justification for the requested variance hereby submitted:

Variances

In order to grant a variance request, the Municipal Sign Review Board must determine an undue hardship exists, using the following criteria:

1. Undue hardship: Special circumstances exist which affect the land and development involved such that the strict application of the provisions of this Article:
 - a. Would deprive the owner or applicant of the ability to advertise the business or a product;
 - b. Granting of a variance shall be based on a finding that the applicant's difficulties or hardship are due to unusual conditions or circumstances, such as irregularly shaped parcel of land;
 - c. Granting of a variance will not adversely affect surrounding property owners and use;

- d. Granting a variance shall not be detrimental to the public health, safety or welfare; and
 - e. Financial hardship alone shall not be grounds for a variance.
2. A variance shall not be approved if the circumstance for the hardship were caused or created by the owner of the property or the applicant seeking the variance.

Please Note: The signature of owner authorizes City of Bastrop staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.**

I hereby certify that I am the legal owner of the above described property and that I (Check One below):

_____ *will represent my application before the Planning Department and Municipal Sign Review Board.*

_____ *hereby authorize the person named below to act as my agent in processing this application before the Planning Department and Municipal Sign Review Board.*

Owner's Name (printed)	Phone	Fax
Owner's Address	City	State Zip
Owner's Signature	Date	Email Address
Agent's Name: _____		
Company: _____		
Mailing Address: _____		
Street	City	State Zip
Phone	Fax	Email address

Do Not Write Below This Line ~ Staff Will Complete

Notification List of Property Owners Within 200 feet – on blank mailing labels

All Fees Paid: \$ _____ Filing Site Plan of Subject Property

Accepted for Processing By: _____ Date: _____

Date of Public Notification in Newspaper: _____

Date of Public Hearing @ Board of Adjustment: _____