City of McKinney
Sign Variance Information

Meeting Date: City Council meets @ 6:30 on the first and third Tuesday of each month.
Fee: $200.00

Items Required at Time of Submittal:

- Completed application
- Written authorization from the property owner for which the variance is sought
- Sealed drawings of site plan indicating sign location, setback dimension, and sign elevations
- Scaled drawings of sign plan indicating height and dimensions.

All attachments included with application are to be 8½” by 11” in size.

Approval by council of a Sign Variance is not a permit:

Once the Building Inspection Department has received notice of the Sign Variance Approval, an amended permit shall be issued. The sign permit must be on the job site before construction begins. All inspections guidelines must be followed.
City of McKinney
Sign Variance Application

Date: ____________________________

Applicant: ____________________________  Phone ____________________________

Property Address: ____________________________  City ____________________________  Zip ____________________________

Lot: _______  Block _______  Addition ____________________________

Owner Name if different than applicant: ____________________________  Phone ____________________________

Mailing address for notification of pending City Council determination:

Name: ____________________________

Address ____________________________  City ____________________________  ST _______  Zip ____________________________

Owner is giving (print applicant name) ____________________________ authority to represent him/her at the hearing.

Owner’s printed name: ____________________________  Owner’s signature: ____________________________

In accordance with the provisions of the Sign Ordinance, appeal is now made to the McKinney City Council to grant the following variance request. (Please be specific.)

______________________________________________________________________________________________________________________________________________

A variance shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely on economic gain or loss. No variance shall be granted if it conflicts with the spirit of the ordinance. In order to make a finding of hardship and to grant a variance, the McKinney City Council shall consider the following conditions:

A. The requested variance will not adversely affect surrounding properties:

______________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________

B. The requested variance will not adversely affect public safety:

______________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________

C. Special conditions exist which are unique to this applicant or property:

______________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________

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Sign Variance Application

Applicant notified: ____________________________

Please check one:

_______ I will represent this variance request at the Council meeting

_______ I will not be able to represent this variance at the Council meeting. My authorized representative who will represent this variance before the McKinney City Council is: _______________________________________________________

**********************************************************************************************************

I hereby certify that the above statements are true and correct to the best of my knowledge.

__________________________
Applicant’s signature

STATE OF TEXAS
COUNTY OF COLLIN

Subscribed and sworn to before me this ___ day of _____________________ 20__

__________________________
Notary Public
(seal) My commission expires: _______________________

Note to Applicant:
A notice of meeting will be sent only to the applicant, or to the authorized representative, if one is designated. If the variance is denied, it will be two years before the variance can be reconsidered. The decision of the City Council shall be final on all sign cases.

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