



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 8 1/2" 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:

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.