

# APPLICATION CHECKLIST

## FOR A SIGN VARIANCE REQUEST

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The process for seeking a variance to the sign ordinance is described in § 28.09 of the [City of Bee Cave Code](#).

- Summary letter that identifies the section of Code from which are you requesting a variance, describes the basic components of the request, and **separately addresses each of the following items** or the application will be returned as incomplete.
  - The special circumstances or conditions applying to the land, buildings, topography, vegetation, sign structures or other matters on adjacent lots or within the adjacent right-of-way, which would substantially restrict the effectiveness of the sign in question. *Please note, by Code, the special circumstances or conditions 1) must be unique to the particular business or enterprise to which the applicant desires to draw attention and not apply generally to all businesses or enterprises and 2) must not be self-created.*
  - Why the variance will not be materially detrimental to the persons residing or working in the vicinity, the adjacent property, to the neighborhood, or to the public welfare in general.
- Business Information
  - Name of Business Seeking Sign
  - Location/Address (*If part of a multi-tenant building or complex, include name of plaza/development*)
  - Square Footage of Business
  - Linear Frontage of Business
  - Identification of whether variance request is associated with an active building permit application
- Sign Information
  - Text on Proposed Sign
  - Proposed Sign Dimensions (’,”)
  - Surface Area (ft<sup>2</sup>)
  - Pantone Colors Used in Sign: <http://www.pantone.com/pages/pantone/colorfinder.aspx>
  - If Image or Logo on Sign, provide the registration certificate and the notice of allowance issued by the United States Patent and Trademark Office.
- Sign Company, Business Owner, and Property Owner Information

