



City Council

**Sign
Variance Packet
&
Application**



City Council Sign Variance Application Instructions

Please provide the following information to the City Secretary.

1. Completed attached application.
2. Site Plan with all structures, fences, dimensions, property lines, etc. May be hand drawn.
3. A letter to the City Council explaining your request.
4. Owner affidavit form completed.
5. Any other information that you feel will help explain your request.
6. Fee: \$500.00

**CITY COUNCIL
SIGN VARIANCE APPLICATION**

Building/Planning Office, 3219 California Parkway , Forest Hill, TX 76119
Phone (817) 806-4561 Fax: (817) 984-8254



Form must be completed in ink or typed.

Applicant Name: _____

Home Phone: _____ Cell Phone: _____

Mailing Address: _____

Property Owner Name: _____

Home Phone: _____ Cell Phone: _____

Mailing Address: _____

Property Address: _____ Lot Size: _____

Property Legal Description: _____

NOTE: Attach metes and bounds description should the property not be platted.

Zoning District: _____ Ordinance Section that variance is being requested: _____

Has a previous application or appeal been filed on this property? Yes _____ No _____

If yes, date of application: _____ Outcome: _____

Explain the reason(s) and/or justification(s) for the requested variance: _____

Applicant Signature: _____ Date: _____



City Council
Owner Affidavit

This is to certify that

_____, the stated undersigned, is/are the sole owner(s) of the property described in this application, and that I/we fully aware of the application being presented to the City Council.

Owner signature

Owner signature

State of Texas §
County of Tarrant §

BEFORE ME, THE UNDERSIGNED AUTHORITY, on this day personally appeared _____,
known to me to be the person(s) whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the _____ day of _____, 20____.

Notary Public in and for the State of Texas

SEAL