



SIGN VARIANCE SUBMITTAL CHECKLIST

Note: This is not all-inclusive list and other reviews, processes and/or fees may apply.

Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals to the Sign Board of Appeal and are generally what is needed to facilitate the review.

The Development Services Department is authorized to specify the form and manner in which all required information and plans are to be submitted. In addition to the information specifically required herein for Sign Board of Appeal review, the Development Services Department, or the Board of Adjustment may require the applicant to submit additional plans, maps, sketches, drawings, and/or written statements. Additional information may be required to determine the impact on major infrastructure.

Application Requirements:

One (1) CD-ROM with all information included in the submittal in Adobe PDF format. The following items or information must be submitted along with this application:

- Plans:** All plans should be submitted in 11" x 17" color format and should be collated and folded to size 8.5" x 11". Fourteen (14) copies of plans showing the following:
 - The proposed signage with dimensions
 - If possible, photographs of the proposed signage
 - A site location map showing:
 - The primary structure on the property
 - The location of existing signage
 - the location of the proposed signage
- Fee:** Fee paid as described in the Development Services Fee Schedule

Development Services Department

6800 Main Street, The Colony, Texas 75056 * Phone: 972-624-3158 or 972-624-3160 * Fax: 972-624-2273