



SIGN WAIVER APPLICATION CHECKLIST

APPLICANT AND PROJECT INFO

Applicant Name: _____

Applicant Phone #: _____

Project Name: _____

Project Location: _____

This checklist is intended to provide information and data needed to constitute a complete application. A request for a Sign Waiver (Variance) will require review by staff and approval by Bee Cave City Council in accordance with Unified Development Code (UDC) Article 4 Sign Regulations, Section 4.3.3. Incomplete applications will not be accepted.

MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate MyGovernmentOnline User Guide available at <http://www.MyGovernmentOnline.org/>

APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted Fee Schedule is available on the City Website: <http://www.BeeCaveTexas.gov/>

SIGN WAIVER PROCESS

The process for applying for a Sign Waiver involves the following steps:

1. Submittal of Application and Completeness Check: The applicant will provide all required documents and fees along with the signed application and applicable checklist for a completeness check. The Sign Administrator will review the application for completeness (4.3.1.C.1). If the Sign Administrator finds that the application is incomplete, they will send the applicant a notice of the specific issues or deficiencies that prevent them from accepting the application, with citations to applicable portions of Article 4.
2. Review & Staff Report: If the application is complete, the Planning Director will review the application and prepare a report for City Council. The Planning Director will place the request on the agenda of a regular meeting of City Council no later than forty-five (45) calendar days after the applicant submits a complete waiver application.
3. Action: City Council will consider the request and take one of the following actions:
 - a. Approve the request based on the following findings:
 1. There are special circumstances applying to the land that cause a substantially detrimental effect on the visibility of signage authorized in subsection 4.2.2D of the UDC, and that such conditions are unique to the property and not commonly found in other properties in the same zoning district; and
 2. That the special circumstances exist through no fault of the applicant; and

3. That granting the waiver will be in harmony with the purpose of the Sign Regulations (Article 4) and the UDC; and
 4. That granting the waiver will not infringe on the right of other property owners; and
 5. That the waiver is the minimum necessary to provide the applicant relief from the requirements of subsection 4.2.2D of the UDC; and
 6. That granting the waiver will not authorize a sign that is prohibited in subsection 4.2.1 of the UDC.
- b. Deny the request based on one or more findings listed in subsection 4.3.3C.1 of the UDC not being met.
 - c. City Council's decision shall be final.
- *It is the applicant's responsibility to present evidence supporting their waiver request.

SUBMITTAL DOCUMENTS

The following is grouped into the electronic documents that will be required for submittal. The list below each document heading shows the individual items that are to be combined to form the PDF document. Please, flatten all PDF before submittal and rename documents for easy readability.

- Application Information**
 - Notarized Verification of Land Ownership Form
 - Authorization Agent Designation Form (if applicant different than owner)
- Fees**
- Sign Waiver Request**
 - Project Summary that identifies the section of Code from which you are requesting a waiver, describes the basic components of the request, and separately addresses each of the following items*:
 - There are special circumstances applying to the land that cause a substantially detrimental effect on the visibility of signage authorized in subsection 4.2.2D of the UDC, and that such conditions are unique to the property and not commonly found in other properties in the same zoning district; and
 - That the special circumstances exist through no fault of the applicant; and
 - That granting the waiver will be in harmony with the purpose of the Sign Regulations (Article 4) and the UDC; and
 - That granting the waiver will not infringe on the right of other property owners; and
 - That the waiver is the minimum necessary to provide the applicant relief from the requirements of subsection 4.2.2D of the UDC; and
 - That granting the waiver will not authorize a sign that is prohibited in subsection 4.2.1 of the UDC.

***An application will not be considered complete unless each of these items is separately addressed. ***

- Any visual description of the circumstances necessitating the variance (i.e., Photos, Maps, Plans)
- Any other relevant supporting documents or research

NOTE: THE APPLICANT BEARS THE BURDEN OF PROOF IN ESTABLISHING THE FACTS THAT MAY JUSTIFY A VARIANCE