

Process Overview

1. Pre-Application Meeting (optional)
 - a. Discuss your project with staff prior to submitting an application. Staff can help identify opportunities and constraints on the proposed project, as well as provide more information on the process and procedures.
2. Complete Submittal Package, which includes: Application and Checklist Items
 - a. Incomplete submittals will not be accepted
3. Staff review, with comments issued as needed
4. Notification of property owners within 200 feet and in newspaper
5. Zoning Board of Adjustments meeting to consider action

General Notes

- Per the Building Bastrop Block (B³) Code Section 8.2.003 Variance: The Sign Administrator and ZBA shall consider:
 - (1) Special or unique hardship because of the size or shape of the property on which the Sign is to be located, or the visibility of the property from public roads.
 - (2) Hardship claim based on the exceptional topographic conditions or physical features uniquely affecting the property on which a Sign is to be located.
 - (3) Proposed Sign location, configuration, design, materials and colors are harmonious.
 - (4) The Sign and its supporting structure is in architectural harmony with the surrounding Structures.
 - (5) Mitigation measures related to the Sign in question or other Signs on the same Premises.
 - (6) Demonstrated and documented correlation between the Variance and protecting the public health and safety.
 - (7) Whether the Sign could have been included in a Master Sign Plan. Master Sign plans are highly encouraged. The City will be more inclined to favorably consider a Variance request when the Variance is part of a Master Sign Plan. There will be a presumption against granting variances piecemeal, ad hoc, on a case-by-case basis when the Sign for which a Variance is sought could have been included in a Master Sign Plan and considered in the course of a comprehensive review of the entire Project's signage.
 - (8) The Sign Administrator may authorize the remodeling, renovation, or alteration of a Sign when some nonconforming aspect of the Sign is thereby reduced having an interest in the property.
- *Financial hardship to the applicant shall not be deemed to constitute a hardship.*
- The applicant bears the burden of proof in establishing the facts justifying a variance.
- Attendance at the Zoning Board of Adjustment meetings is highly encouraged.

Submittal Package Checklist Items

- Check items included in the Applicant column before submitting documents with the project application. If all checklist items are not present, the submittal will not be accepted.

Staff	Applicant	Item
☐	☐	Completed Application on MyGov Online https://web.mygov.us .
☐	☐	Agent Authorization Form
☐	☐	Project Description Letter explaining why a variance is needed, providing evidence for all eight criteria listed above
☐	☐	Copy of Site or Plot Plan



Sign Variance Checklists

☐	☐	Copy of deed showing current ownership
☐	☐	Copy of current tax certificate showing taxes have been paid
☐	☐	Site Study showing visibility of allowed signage and proposed signage from vehicular and pedestrian vantage points, especially ones that would affect driver decisions (ie on/off ramps)
☐	☐	Elevation details. If not applicable, check this box: ☐
☐	☐	Digital Submittal – See requirements below. Application will not be accepted if not received in the format specified in the requirements section.
☐	☐	Variance fee

Digital Submittal

Digital submittals shall be provided as a pdf or jpg uploaded at <https://web.mygov.us>.