



**City of Gainesville | Community Development  
Department**  
Application to the Planning & Zoning Commission  
Sign Variance/Approval

SIGN/LOCATION INFORMATION								
OWNER NAME:				ADDRESS:				
PHONE:			EMAIL:					
GPS COORDINATES		LONGITUDE:			LATITUDE:			
# OF FACES:		DIMENSIONS:			HEIGHT <i>(from grade to top of sign)</i>			
APPRAISAL DISTRICT PID:				SIDE OF HWY:	N <input type="checkbox"/>	S <input type="checkbox"/>	E <input type="checkbox"/>	W <input type="checkbox"/>
LOCATION/PROPERTY OWNER INFORMATION								
OWNER NAME:			OWNER'S ADDRESS:					
PHONE:		EMAIL:						
OWNER APPROVAL <i>(signature)</i> :						DATE:		
REASON FOR VARIANCE								
OFFICE USE ONLY				APPLICANT CHECKLIST				
TOTAL FEE:				PLOT PLAN	<input type="checkbox"/>			
ZONING:				TXDOT APPROVAL:	<input type="checkbox"/>			
APPLICATION/PROJECT NO:				DRAWINGS/PICS:	<input type="checkbox"/>			
REVIEWED BY:				ENGINEER'S STATEMENT:	<input type="checkbox"/>			
APPROVED:				APPLICATION:	<input type="checkbox"/>			
P&Z HEARING DATE:				FILING FEE:	<input type="checkbox"/>			

**City of Gainesville Code of Ordinances, Part II, Chapter 5, Article IV, Section 5-169(d)(k)**

Any odd, different, unusual or spectacular signs not specifically covered by this article shall be referred to the planning and zoning commission for special approval on a case-by-case basis. Pictures or scale drawings that illustrate the sign's features shall be presented as evidence along with permission from the property owner to locate said sign on the property, and reasons why the sign should be approved. Includes neon signs. Filing fee as per fee schedule.

Off-premises signs that are not billboards, for churches, civic organizations and similar groups shall require an approval by the planning and zoning commission prior to the issuance of a permit. All such existing signs shall apply for and receive an approval from the planning and zoning commission or shall be removed. Exception: These and any similar type signs authorized by TXDOT on state highway rights-of-way.