

BOARD OF ADJUSTMENT

INFORMATION/REQUIREMENTS

CITY OF PLANO BUILDING INSPECTIONS DEPARTMENT

Appeals to the Board of Adjustment may be made regarding Zoning and/or Sign Ordinance issues. In order to apply for a variance, the applicant must show a hardship that is neither financial nor self-induced. The following items will be required for submittal:

- 1) A completed application
- 2) Fourteen (14) copies of all necessary drawings and documents. Oversized plans are required to be folded to fit into a 10 x 13 mailing envelope.
- 3) Application Fee:

\$ 75.00	Residential (Homestead) Encroachments on homes built prior to May 1987
\$150.00	Residential (Homestead)
\$265.00	Other Residential
\$265.00	Commercial
\$265.00	Signs

SIGNS:

If the variance is requested for multiple signs at one location, except for promotional signage, an additional fee of \$25.00 for each sign in excess of one shall be paid. In the case of a request for multiple signs of the same classification, size, and height at one location, except for promotional signage, an additional fee of \$25.00 shall be paid regardless of the number of sign variances requested for signs of the same classification, size and height.

NOTE: These fees are non-refundable

- 3) The applicant must meet in person with a Code Compliance Representative regarding his/her case.

All variances relating to existing structures will be required to have a signed, sealed survey.

A scaled, dimensioned drawings will be required on all proposed structures.

No applications will be accepted after the posted cutoff date (see dates below). The applicant or representative must be present at the meeting and should be prepared to present his/her request.

An application or request for a variance shall not be heard or granted with regard to any parcel of property or portion thereof upon which a Preliminary Site Plan, Site Plan, Preliminary Plat or Final Plat, when required by this Ordinance or the Subdivision Ordinance for any parcel of property or portion thereof, has not been finally acted upon by both the Planning & Zoning Commission and, where required, by the City Council. The administrative procedures and requirements of this Ordinance and the Subdivision Ordinance, with regard to both Planning & Zoning Commission and the City Council consideration and action, on Preliminary Site Plans, Site Plans, Preliminary Plats, and Final Plats, must be exhausted prior to requesting a variance from the terms of this Ordinance.

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at www.plano.gov or at the CITY OF PLANO Municipal Center at 1520 Avenue K, Plano, Texas.



Board of Adjustment Meetings are held in the City Council Chambers of the Municipal Center on the Second and Fourth Tuesday of every month at 3:00 p.m., except November and December, where meetings are held only once a month.

<u>MONTH</u>	<u>CUTOFF DATE</u>	<u>MEETING DATE</u>	<u>TIME</u>
JANUARY	12/22/11	01/10/12	3:00 PM
	01/06/12	01/24/12	3:00 PM
FEBRUARY	01/27/12	02/14/12	3:00 PM
	02/10/12	02/28/12	3:00 PM
MARCH	02/24/12	03/13/12	3:00 PM
	03/09/12	03/27/12	3:00 PM
APRIL	03/23/12	04/10/12	3:00 PM
	04/06/12	04/24/12	3:00 PM
MAY	04/20/12	05/08/12	3:00 PM
	05/04/12	05/22/12	3:00 PM
JUNE	05/22/12	06/12/12	3:00 PM
	06/08/12	06/26/12	3:00 PM
JULY	06/22/12	07/10/12	3:00 PM
	07/06/12	07/24/12	3:00 PM
AUGUST	07/27/12	08/14/12	3:00 PM
	08/10/12	08/28/12	3:00 PM
SEPTEMBER	08/24/12	09/11/12	3:00 PM
	09/07/12	09/25/12	3:00 PM
OCTOBER	09/21/12	10/09/12	3:00 PM
	10/05/12	10/23/12	3:00 PM
NOVEMBER	10/26/12	11/13/12	3:00 PM
DECEMBER	11/21/12	12/11/12	3:00 PM

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