

**SIGN REVIEW BOARD  
APPLICATION REQUIREMENTS  
AND  
GENERAL INFORMATION**

**ALL APPLICATIONS MUST BE  
PRESENT FOR SCHEDULED  
SIGN REVIEW BOARD HEARING**

**PLANNING AND INSPECTIONS DEPARTMENT**



**CITY OF NORTH RICHLAND HILLS, TEXAS**

# SIGN REVIEW BOARD APPLICATION INFORMATION

## General Information

**Structure** The North Richland Hills City Council shall serve as the Sign Review Board.

**Meetings** The meetings are scheduled to coincide with City Council's regular meetings on the second and fourth Monday's of each month at 7:00 p.m. The Board meets in the City Council Chambers. The applicant or his representative must be present at the scheduled public hearing.

**Jurisdiction** The Sign Review Board shall have the right to inspect premises where required in the discharge of their responsibilities under the Sign Ordinance.

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## Types of Appeals

1. *Interpretation*: To hear and decide appeals where it is alleged there is error on any order, requirement, decision or interpretation of the Ordinance by the Building Official. In reaching its decision, the Board shall establish firm guidelines for future administrative actions on like matters.
  2. *Permits for Nonconformity's*: To authorize, when applicable, a building permit for the reconstruction, extension, or enlargement of a non-conforming sign.
  3. *Discontinuance of Nonconformity's*: To require discontinuance of non-conforming sign under the authority provided in the Texas Local Government Code.
  4. *Variances*: To authorize upon appeal, in specific cases, such variance from the terms of the Sign Regulations as will not be contrary to the public interest and where, because of special conditions, the enforcement of the Ordinance would result in an unnecessary hardship.
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## Interpretation Request or Appeal

Completed application form and payment of filing fee.

A written statement for interpretation of regulations or an appeal for variance from a certain provision may be taken by any person aggrieved or by any officer, department, or Board of the City affected by a decision of the Building Official. Such appeal shall be taken within fifteen (15) day's time after the decision has been rendered, by filing with the Enforcement Officer a notice of appeal specifying the grounds thereof. The Enforcement Officer shall transmit to the Board all papers constituting the record upon which the action being appealed was taken.

## Variance Application Request

Completed application form and payment of filing fee.

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## Procedures and General Requirements

1. **Application Procedure** – Before any request for an interpretation or a variance from this Ordinance will be heard by the Sign Review Board, application shall be made and duly filed by the property owner or authorized agent upon the forms prescribed by the City of North Richland Hills. Such application shall include, but is not limited to, the following:
  1. The name, addresses, and phone numbers of the property;
  2. The name, addresses, and phone numbers of the owner’s agent, if applicable;
  3. The legal description of the property;
  4. A brief description of the variance sought;
  5. The required number of copies of a current boundary survey, plats, or plots plan of the property.
  6. The applicant must provide proof of ownership of the property, or a letter from the owner of the property granting the applicant permission to request the variance.
2. **Fees** – Every application for a variance to the Sign Regulations shall be accompanied by a filing fee of \$550.00.
3. **Stay of Proceedings** – An appeal stays all proceedings of the action appealed from unless the Building Official, after notice of appeal has been filed, certifies in writing to the Board that a stay would, in the opinion of the Building Official, cause imminent peril to life or property. In such case, proceedings shall only be stayed by a restraining order granted by the Board or by a court of record.
4. **Form of Appeal or Application** – An appeal or application shall be in such form and contain such information as the Board may require under its Rules of Procedure. The required fee shall accompany it. An incomplete appeal or application shall be deemed only to give notice of intent to appeal or apply to the Board and shall not be reviewed or scheduled for hearings until brought to completion.
5. **Notice of Hearing** – Official written notice of public hearing on every application for a variance or for an interpretation of regulations applying solely to an individual property shall be sent to all owners of real property lying within two hundred feet of any property on which the variance is requested. The notice of hearing shall be given to each taxpayer, as the ownership appears on the last approved City tax roll, by depositing such notice, property addressed and postage paid, in the United States Post Office, not less than ten days before the date set for a hearing before the Sign Review Board. Notice of hearing shall also be given by publication in the official newspaper of the City at least ten days before the date set for a hearing before the Sign Review Board. Such notice shall state the time and place of such hearing, and the nature of the subject to be considered.

- 6. Hearing** – Upon the hearing, the applicant shall appear in person or by attorney or authorized agent. Evidence supporting the granting or denial of an appeal shall be submitted only through the City Building Official or to the Board in public meeting.

Any appeal or application may be withdrawn upon written notice to the City Building Official.

The Board shall make its decision on any application within forty-five (45) days from the time the initial hearing is held or the application will be deemed to have been denied.

- 7. Decision and Voting** – Every decision of the Board shall be based upon finding of fact and every finding of fact shall be supported in the record of proceedings. The Board may act only in matters as specifically authorized by these regulations and these regulations shall be construed as limitations on the power of the Board to act.

Nothing herein contained shall be construed to empower the Board to change the terms of these regulations, or to effect changes in the zoning districts. The powers of the Board shall be so applied that the terms of these regulations will be strictly enforced.

The affirmative vote of four members shall be necessary to reverse, on appeal, any order, requirement, decision or determination of the City Building Official; to approve any variance that the Board is empowered to grant; or to authorize the continuance or discontinuance of a non-conforming use, structure, or lot.

A member shall disqualify himself from voting whenever he has a personal or monetary interest in the property under appeal, or will be directly affected by the decision of the Board.

A member may disqualify himself from voting whenever any applicant, or his agent, has sought to influence the member's vote on the appeal other than in the public hearing.

The decision of the Board shall be final.

- 8. Approval of Request** – In approving any request, the Board may designate such conditions including time limits, if appropriate, in connection therewith in order to secure substantially the objectives of the regulation or provision to which such variance is granted and to provide adequately for the maintenance of the integrity and character of the zone in which such permit is granted.

When necessary the Board may require guarantees, in such form as it deems proper, to insure that conditions designated in connection therewith are being or will be complied with.

Upon approval of an application for a variance appeal, the applicant shall apply for occupancy or construction permits within sixty days after the Board's decision unless a greater time is requested in the application and is authorized by the Board. Any approval may be granted one emergency extension of sixty (60) days on written request filed with the Board before expiration of the original approval. Failure of the applicant to apply for occupancy or construction permits within the authorized time period shall void the right to secure such permits except upon the filing of a new application or appeal.

- 9. Denial of Request** – No appeal or application that has been denied shall be further considered by the Board, unless the Board affirmatively finds:

That new plans materially change the nature of the request, or

The permitted development of other nearby property in the same zone has been substantially altered or changed by a ruling of the Board so as to support an allegation of changed conditions.



(Please print or type all responses)

# SIGN REVIEW BOARD APPLICATION

City of North Richland Hills  
7301 NE Loop 820  
North Richland Hills, TX  
817 427-6300

## PART 1. APPLICANT INFORMATION

Name of applicant:

Street address of applicant:

City/State/Zip Code of applicant:

Telephone number of applicant:

FAX number of applicant:

Are you the owner of the property?

Yes  No

Are you the owner's agent?

Yes  No

NOTE: If you are not the owner of the property, you must attach a letter from the property owner giving you permission to submit this application.

## PART 2. SUBJECT PROPERTY INFORMATION

Subject Property Legal Description:

Subject Property Street Address:

## PART 3. REQUEST TYPE

Interpretation Request  Sign Variance Request  Nonconforming Use

Current zoning classification:

**Note: A map or plot plan of the property and drawings of the proposed construction must be submitted with this application. The applicants or their representatives must be present at their scheduled public hearing.**

I hereby certify that I am, or that I represent, the legal owner of the property described above and do hereby submit this request for a variance for consideration by the Sign Board Review.

Date \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

## PART 4. FOR OFFICE USE ONLY

Date of Review Board Public Hearing:

Taxes, Liens and Assessments Paid?

Case Number

Yes  No

Variance Approved:

Yes  No

Date of Final Action:

Fees: \$550.00

Conditions of Approval:

This request will not be scheduled for hearing until the application fee is paid.

