**Requirements for:**

**HOUSTON VARIANCE/SPECIAL EXCEPTION NOTIFICATION SIGN**

Site signage must be posted on the property 20 days before the Planning Commission’s public hearing. The applicant shall use reasonable efforts to maintain the sign. The applicant is responsible for e-mailing a picture of the sign to staff once the signs are in place.

* Minimum size: 4’ x 8’
* Location: One sign shall be placed within fifteen feet from each right-of-way bordering the site.
* Font Size: Each sign shall face the R-O-W with print large enough to be legible from the ROW.

**SITE SIGN EXAMPLE:**

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| **NOTICE OF VARIANCE REQUEST**  **PROPERTY ADDRESS (PROJECT #)**  **PURPOSE OF THE VARAINCE REQUEST: LIST OF VARINCES(S)**  **PROPOSED LAND USE(S) FOR SITE: LIST LAND USE(S), IF KNOWN**  The Houston Planning Commission will hold a public meeting to consider this application.  **Meeting Time: Thursday, Month Day, 2023, at 2:30 P.M.**  Two options to join the meeting:    1. Face-to-face meeting location: City Hall Annex Building, 900 Bagby Street  City Council Chamber, Public Level, Houston, Texas  2. Online meeting information: www.houstonplanning.com, or Call: 832-393-6624  Submit comments: Speakercomments.pc@houstontx.gov  For information regarding this application, please contact:  Applicant at (###)-###-#### - OR -  The Houston Planning & Development Department at (832)393-6600 |