



# City of Dripping Springs

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## Sign Administrator

### SIGN PERMIT APPLICATION, ISSUANCE AND INSPECTION POLICY

#### APPLICATION

Prior to installing or modifying a sign requiring a permit, a person must obtain a permit from the City. The permit application (a form provided by the City) must be accompanied by the fee, the illustration, the master sign plan (if applicable), and must contain the following:

- (1) Name, address, and telephone number of the sign permit applicant;
- (2) If the applicant is a tenant, the owner of the property must sign and agree to the permit application and provide contact information;
- (3) Name, address, and telephone number of the contractor, if any, installing the sign;
- (4) Name, address, and telephone number of the property where the sign is to be installed;
- (5) Date on which the sign is to be installed;
- (6) Zoning district in which the sign will be located (if located in the City Limits); and
- (7) Any variance that will be requested or has been approved.

#### ILLUSTRATION

An applicant proposing to install a sign shall submit with the application an illustration to scale that shows:

- (1) All existing signs displayed on the property;
- (2) The location (indicate location on site plan, survey or plat of property; show setbacks and easements), height, and size of any proposed signs;
- (3) The items of information proposed to be displayed;
- (4) The percentage of the signable area covered by the proposed signs, if applicable;
- (5) Specifications for the construction or display of the sign, including the materials to be used in the construction of the sign or sign structure; and
- (6) Specifications for any internal or indirect illumination of the sign.

#### REVIEW & TIME LIMITS

The Sign Administrator shall promptly review the application upon the receipt of a complete permit application and upon payment of the permit fee. The Sign Administrator shall grant or deny the permit application within 20 days from the date the complete application was filed. Failure to act within 20 days constitutes a denial of the application.

## **APPROVAL**

The Sign Administrator shall approve a permit for the sign if it complies with the building, electrical or other adopted codes of the City, as applicable, and with:

- (1) The Sign Ordinance regulations for signs; and
- (2) Any variance that has been granted from these regulations; and
- (3) Any special regulations that have been adopted for a type of sign or for signs located in a district established in the Sign Ordinance; and
- (4) The master plan for signs, with regards to a multi-unit property or in a Planned Development District (PDD), which has been approved by the City.

## **DENIAL**

If the Sign Administrator does not approve a permit for the sign, the Sign Administrator shall inform the applicant in writing of the reasons for denial.

## **APPEALS**

Any applicant who is denied a permit for the display of a sign may file a written appeal to the Planning & Zoning Commission within 10 days after receipt of the written denial provided by the Sign Administrator. The Commission shall review the written appeal and make a recommendation to the Board of Adjustment. The Board of Adjustment can uphold, modify, or reject the recommendations of the Sign Administrator and Commission.

## **DURATION & EXPIRATION**

### **Commencement**

The approval of a sign permit shall be effective for a period of 6 months. If the authorized sign work has not commenced within 6 months of the date the permit was issued, the permit shall be deemed to have automatically expired and shall become null and void, requiring the submittal of a new sign permit application.

### **Completion**

If the authorized sign work is not fully completed within 9 months of the date the permit was issued, the permit shall be deemed to have expired and shall become null and void.

### **Extension**

Prior to expiration of a sign permit, the applicant may request an extension in writing. The Sign Administrator may grant an extension under the following circumstances:

- (1) The applicant has adequately demonstrated weather delays; or
- (2) The applicant adequately demonstrated delays due to market situations beyond the applicant's control.

Two extensions of 3 months each in length may be granted.

### **Temporary Signs**

The sign permit term for temporary signs, such as real estate, construction/development, special event, and banner signs, shall be in accordance with the term limits specified by

the Sign Ordinance. The adhesive sign permit issued by the City must be affixed to a corner of the sign.

### **INSPECTION**

Each applicant may be required by the Sign Administrator to submit to a physical inspection(s) of the sign and/or sign structure during and after the completion of the construction phase.

A pre-pour inspection is required for sign structures that include a concrete slab.

An electrical inspection is required before the electrical work is covered or energized/connected to permanent power.

It is the responsibility of the owner of the sign or contractor to arrange for the inspection. They must follow the protocol for calling in the inspection with Bureau Veritas (the City's Building Inspector) or with the Sign Administrator, as specified on the permit.

The permittee must have a copy of the permit at the job site when the inspection is conducted.

**To schedule an inspection with Bureau Veritas**, call (877)837-8775. Bureau Veritas must be notified before 5:00 pm the day before the inspection is needed.

**To schedule an inspection with the Sign Administrator**, call (512)858-4725. The Sign Administrator must be notified before 5:00 pm the day before the inspection is needed.

### **FEES**

The applicable Sign Permit Fees must be paid in accordance with the City's Fee Schedule before a sign permit is issued.

Signs erected before a permit is approved shall require double the normal permit fee amount.

*This policy is hereby approved by the Sign Administrator and is based on the City of Dripping Springs Code of Ordinances: Chapter 26: Signs, which was last amended by Ordinance No. 1250.24 on December 14, 2010.*

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Michelle Fischer, Sign Administrator

Date\_\_\_\_\_

*The Sign Ordinance is available on-line at <http://www.cityofdrippingsprings.com/index.php>  
and at <http://z2.franklinlegal.net/drippingsprings-flp/>.*

*For more information, call the Sign Administrator at City Hall, (512)858-4725.*