



Date Received:

SIGN PERMIT APPLICATION

OWNER OF SIGN:

Name _____

Mailing Address _____

Telephone Number _____ Email Address _____

Signature _____ Date _____

If the Sign Owner is a tenant, the Property Owner must agree to and sign the following:

I hereby grant permission for the construction, operation, maintenance, modification, or display of the proposed sign or sign structure as described in this application.

Signature of Property Owner

Date

Printed Name of Property Owner _____

Mailing Address _____

Telephone Number _____ Email Address _____

CONTRACTOR INSTALLING THE SIGN, if any:

Name _____

Address _____

Telephone Number _____ Email Address _____

PROPERTY WHERE THE SIGN IS TO BE INSTALLED:

Name _____

Physical Address/Legal Description _____

Phone Number _____

DATE ON WHICH THE SIGN IS TO BE INSTALLED: _____

ZONING DISTRICT IN WHICH THE PROPOSED SIGN WILL BE LOCATED (if in the City Limits): _____

USE OF PROPERTY, IF IN THE EXTRATERRITORIAL JURISDICTION (ETJ): _____

IS THERE A MASTER SIGN PLAN, PLANNED DEVELOPMENT DISTRICT AGREEMENT, OR DEVELOPMENT AGREEMENT APPLICABLE TO THE PROPOSED SIGN? If so, provide the name of the applicable document and attach: _____

A MASTER SIGN PLAN MUST BE ON FILE FOR PROPERTY IN A MULTI-UNIT COMPLEX BEFORE SIGN PERMITS FOR SPECIFIC SIGNS IN THE COMPLEX CAN BE APPROVED.

VARIANCE: Is a variance being requested for the proposed sign or has one been approved?

Yes No

If yes, attach Variance Request Application or information regarding the approved variance.

TYPE OF SIGN (check applicable box):

ALL DISTRICTS

- Real Estate Sign
- Vehicle Signs/Mobile Food Vendor

RESIDENTIAL DISTRICTS

- Residential Development Monument Identification Sign—Small
- Residential Development Monument Identification Sign—Large
- Residential Construction/Development Sign

MULTIFAMILY AND MANUFACTURED HOME DISTRICTS

- Multifamily Residential Complex Monument Sign—Small
- Multifamily Residential Complex Monument Sign—Large
- Multifamily Identification Wall Sign
- Multifamily Identification Hanging Sign
- Manufactured Home Park Identification Monument Sign

COMMERCIAL DISTRICTS

- Commercial Wall Sign
- Commercial Hanging Sign
- Commercial Construction/Development Sign

- Commercial Monument Sign—Individual Business
- Commercial Awning Sign
- Restaurant Menu Sign

**INDUSTRIAL, LIGHT INDUSTRIAL, GOVERNMENT/UTILITY/
INSTITUTIONAL, PUBLIC RECREATION, PUBLIC PARK AND RESERVE,
AND AGRICULTURE DISTRICTS**

- Industrial/Agriculture Wall Sign
- Industrial/Agriculture Monument Sign
- Daily Display Sign

MULTI-UNIT COMPLEX IN NON-RESIDENTIAL DISTRICT

- Multiunit-Complex in Non-Residential District Monument Sign
- Multiunit-Complex in Non-Residential District Wall Identification Sign
- Master Sign Plan

BANNER IN NON-RESIDENTIAL DISTRICT

ADDITIONAL TEMPORARY SIGNS

- Temporary Sign

OTHER

**OUTDOOR LIGHTING ORDINANCE, ARTICLE 24.06 OF THE CITY OF DRIPPING
SPRINGS CODE OF ORDINANCES, APPLIES TO ALL SIGNS WHETHER WITHIN
THE CITY LIMITS OR IN THE EXTRATERRITORIAL JURISDICTION.**

Will the sign be illuminated? Yes No

If yes, submit lighting and electrical specifications, including Kelvin Rating and disconnect switch.

SIGN SURFACE AREA: _____

SIGN HEIGHT: _____

ATTACH THE FOLLOWING:

- An illustration drawn to scale or photograph of the proposed sign including its appearance, dimensions, sign surface area, and height.

- An illustration or photograph of the position of the sign on a building or on the ground in plain view, drawn to scale, including elevation views, setbacks and easements.
- Specifications for the construction or display of the sign, including the materials to be used, including sign base/slab details, lighting, and electrical specifications.
- An illustration drawn to scale or photograph showing all existing signs maintained on the premises and visible from the right-of-way.
- If required by the Building Official or Sign Administrator, a copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction and in any amount required by this chapter or by the building code or other laws adopted by the City.

A SIGN PERMIT APPLICATION SHALL NOT BE DEEMED ADMINISTRATIVELY COMPLETE AND SHALL NOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION IS PROVIDED BY THE APPLICANT AND THE SIGN PERMIT APPLICATION FEE IS PAID.

THE CITY MAY REVOKE A SIGN PERMIT UNDER ANY OF THE FOLLOWING CIRCUMSTANCES:

the City determines that information in the application was materially false or misleading;

the sign as installed does not conform to the sign permit application;

the sign violates the Sign Ordinance, the Zoning Ordinance, Building Code, Outdoor Lighting Ordinance, or other applicable law, regulation, or ordinance; or

the Sign Administrator determines that the sign is not being properly maintained or has been abandoned.

BEFORE ANY PERMIT MAY BE ISSUED FOR A NEW SIGN, THE RESPONSIBLE PARTY SHALL MODIFY OR REMOVE ANY OF ITS OWN NONCONFORMING SIGNS AND SIGN STRUCTURES DISPLAYED OR ERECTED ON THE SAME PROPERTY FOR WHICH THE PERMIT IS BEING SOUGHT, SO THAT ALL THE SIGNS AND SIGN STRUCTURES THEY ARE RESPONSIBLE FOR ON THE PROPERTY CONFORM TO THE PROVISIONS OF THE SIGN ORDINANCE. THIS PROVISION DOES NOT APPLY TO REAL ESTATE SIGNS, BANNERS, TEMPORARY SIGNS, AND NONCONFORMING SIGNS WITH A VARIANCE.

*****Below Information is to be completed by City Staff*****

APPLICATION RECEIVED BY: _____ **Date:** _____

FEES PAID: Amount \$ _____ Date _____ Receipt # _____

SIGN IS: LEGAL/CONFORMING NONCONFORMING (explain): _____

VARIANCE GRANTED: No Yes Conditions: _____

SIGN PERMIT APPLICATION APPROVED BY:

Sign Administrator Date _____

SIGN PERMIT NUMBER ISSUED: _____

PERMIT EXPIRATION DATE, if applicable _____

COMPLETION: If the sign is not completely installed within six months following the issuance of the sign permit, the permit shall be void.

REQUIRED CITY INSPECTIONS:

Pre-pour of Concrete Slab/Base Electrical Lighting Completed Construction

COMPLETED CONSTRUCTION INSPECTION:

Inspected by: _____ Date _____
Signature

Printed Name: _____ PASSED FAILED

Comments _____