



PERMIT NUMBER \_\_\_\_\_

# Temporary Sign Permit Application

**SIGN PERMIT APPLICANT:**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**If the Applicant 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 \_\_\_\_\_

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): \_\_\_\_\_

**SIGN DESCRIPTION:**

**Sign Type :**   Banner   \*Community Service   Mobile Concession Stand  
Construction/Development   Real Estate   Special Event   Other \_\_\_\_\_

**Surface Area of Sign:** \_\_\_\_\_

**Height of Sign:** \_\_\_\_\_

**Location of Sign on Property:** \_\_\_\_\_

\* *Community Service*—See Page 2 of Temporary Sign Permit Application for Submittal Requirements

Will the sign be electrical or illuminated?  Yes  No

Sign Materials: \_\_\_\_\_

**ATTACH AN ILLUSTRATION OR INCLUDE A DESCRIPTION BELOW OF THE INFORMATION THAT WILL BE DISPLAYED AND INCLUDE THE FOLLOWING:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \* The location, height, and size of proposed sign (indicate location on site plan, survey or plat of property; show setbacks and easements);
- \* The information proposed to be displayed;
- \* Specifications for any internal or indirect illumination of the sign.
- \* **Community service signs must include date, time, and location of event**

**If banner or sign is for a community service message, please attach one copy of the following:**

1. 501(c)3 Non-Profit Status Designation Letter from the Internal Revenue Service **or**
2. Certificate of Formation filed with Texas Secretary of State

*A sign permit application shall not be deemed administratively complete and processed until all required information is provided by the applicant.*

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

**APPLICATION RECEIVED BY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FEES PAID:** Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_  Cash  Check

**SIGN IS:**  LEGAL/CONFORMING  NONCONFORMING (explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EVENT OR SERVICE ON SIGN WILL BE HELD AT CITY PARK OR FACILITY**

YES \_\_\_\_\_ NO \_\_\_\_\_

**VARIANCE GRANTED:**  No  Yes Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SIGN PERMIT APPLICATION APPROVED BY:**

\_\_\_\_\_  
Sign Administrator or Designee Date \_\_\_\_\_

**PERMIT EXPIRATION DATE** \_\_\_\_\_