

# OFF-PREMISE, FREESTANDING SIGN PERMIT APPLICATION FORM

Updated: October, 2019

Permit # \_\_\_\_\_



## CONTACT INFORMATION

Sign Owner's Name		Contact Person	
Mailing Address		Phone Number	
City, State, Zip		Fax Number	
Total # Signs Owned		Email Address	

## PROPERTY INFORMATION

Address of Sign / Description if no Address: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax ID #: R \_\_\_\_\_  City Limits  ETJ

Existing Use / Principle Structure on Property:  Yes \_\_\_\_\_  No

## DESCRIPTION OF REQUEST

Number of Sign Faces:  One  Two  Other: \_\_\_\_\_ Contract Value: \$ \_\_\_\_\_

Description of off-premise sign(s) being removed:

City Registration Number: \_\_\_\_\_ Sign Area: \_\_\_\_\_ Sign Height: \_\_\_\_\_

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## AUTHORIZATION

*I understand work on the sign must commence within 90 days of issuance of this permit. I certify the truthfulness of all the information in and attached to this request. I understand that if any of the information provided is incorrect the permit may be revoked.*

**I UNDERSTAND THAT A FOOTING INSPECTION IS REQUIRED AND I MUST CALL 512-805-2630 ONE BUSINESS DAY IN ADVANCE TO SCHEDULE THE REQUIRED INSPECTION**

Filing Fee \$296

Technology Fee \$13

**TOTAL COST \$309**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## CHECKLIST FOR OFF-PREMISE SIGN PERMIT APPLICATION

Items Required for Complete Submittal		Staff Verification & Comments	
<input type="checkbox"/>	Completed Application for Off-Premise Sign Permit	<input type="checkbox"/>	
<input type="checkbox"/>	Filing Fee:                   \$296 Technology Fee:           \$13	<input type="checkbox"/>	
<input type="checkbox"/>	Authorization to represent the property owner, if the applicant is not the owner	<input type="checkbox"/>	
<input type="checkbox"/>	Sign Detail Information Sheet	<input type="checkbox"/>	
<input type="checkbox"/>	Sketch of proposed sign showing dimensions	<input type="checkbox"/>	
<input type="checkbox"/>	Scaled site plan including proposed sign, easements, driveways, property lines, existing signs on premise and on the same side of the road, power lines, streets and site triangle on corner lots *Must include dimensions from the sign to the property lines, driveways and street intersections if a corner lot	<input type="checkbox"/>	
<input type="checkbox"/>	Detailed foundation plan & Engineering certification of structural integrity if over 25 ft. in height	<input type="checkbox"/>	
<input type="checkbox"/>	Location approval from electric utility provider if other than San Marcos Electric Utility for signs over 6 ft.	<input type="checkbox"/>	
<input type="checkbox"/>	Copy of City registration form(s) for sign(s) being removed	<input type="checkbox"/>	
<input type="checkbox"/>	Copy of TxDOT permit, if applicable	<input type="checkbox"/>	
<input type="checkbox"/>	Copy of electrical permit, if applicable	<input type="checkbox"/>	
<input type="checkbox"/>	For a transfer of sign ownership – please provide the City Sign Registration ID#, Name, Address and Phone number for both the Previous and New owner	<input type="checkbox"/>	
<b>Additional information may be required at the request of the Department</b>			

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Engineer     Architect/Planner     Surveyor     Owner     Agent

## SIGN DETAIL INFORMATION SHEET

SIGN STATUS:  New  Structural Alteration  Relocation

DIMENSIONS (sign face): \_\_\_\_\_ AREA (1 side only): \_\_\_\_\_ sq. ft

MATERIAL: \_\_\_\_\_

HEIGHT: ground to bottom of face \_\_\_\_\_ ground to top of face \_\_\_\_\_

EXISTING freestanding signs: number, height & area: \_\_\_\_\_

SUPPORT STRUCTURE description: \_\_\_\_\_

TxDOT Permit # & Date Issued: \_\_\_\_\_

SITE INFO (also indicate on site plan): Is proposed location marked on site?  Yes  No

# of driveway(s) \_\_\_\_\_ distance from sign base to driveway(s) \_\_\_\_\_

# of street frontage(s) \_\_\_\_\_ distance from nearest edge of sign to property line(s)

\_\_\_\_\_

Distance to exposed power line(s) \_\_\_\_\_

Distance to nearest Existing Off-Premise sign on the same side of the street: \_\_\_\_\_

ILLUMINATION type proposed: \_\_\_\_\_

ELECTRICAL required?  Yes  No NAME OF ELECTRICIAN: \_\_\_\_\_

SIGN CONTRACTOR & LICENSE #: \_\_\_\_\_

## OFF-PREMISE FREESTANDING SIGN CODE SUMMARY

### CAP & REPLACE

- The total square footage of off-premise signs in the city is limited to the total number of off-premise signs registered by September 30, 2003.
- To erect a new off-premise sign, one or more existing off-premise signs with a total area equal to or greater than the new sign must be removed.
- If an applicant currently owns any nonconforming signs (signs that do not meet the current regulations), the removed sign(s) must be conforming.
- Signs cannot be removed from within the IH-35 corridor and replaced outside the IH-35 corridor.

### LOCATION / SETBACKS

- Signs are allowed only along the following corridors: State Highways 21, 80, and 123, Loop 82 from MLK Drive to IH-35, RM 12 (Hopkins St) from Thorpe Ln to IH-35
- Signs along IH-35 corridor must have a minimum distance from the nearest off-premise sign on the same side of the highway of 1,500 feet.
- Signs not along IH-35 corridor are subject to a minimum spacing of 500 feet within the city limits and 750 feet in the ETJ.
- Signs are not allowed on property zoned Residential
- Any off-premise sign must be at least 10 feet from all property lines

### DIMENSIONS

- New signs not along IH-35 corridor must not exceed the height of the sign or signs removed.
- New signs along IH-35 must not exceed 42½ feet from the base.
- No sign shall exceed 42½ feet.
- No sign with an area less than 75 square feet shall exceed 25 feet.
- The maximum area for a new sign is 480 square feet or the total area of the sign or signs removed, whichever is less.

### OTHER:

- A maximum of two sign faces, front and back, are allowed.
- Double-stacked or side-by-side signs are not allowed.
- If a sign(s) is not along IH-35, then off-premise signs located on a premise with an existing principal structure or use are subject to on-premise sign requirements.

**THIS SUMMARY DOES NOT INCLUDE ALL REGULATIONS APPLICABLE TO OFF-PREMISE SIGNS.**

**FOR MORE INFORMATION PLEASE CONTACT THE PLANNING & DEVELOPMENT SERVICES DEPARTMENT AT 512-805-2630**