

COMMON SIGNAGE PLAN PERMIT APPLICATION FORM

Updated: April 2018

Permit # _____



CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone		Owner's Phone #	
Applicant's Email		Owner's Email	

PROPERTY INFORMATION

Business Name / Use of Property: _____

Subject Property Address: _____

Zoning District: _____ Within Historic District? Yes No

DESCRIPTION OF REQUEST

Total number of signs covered by this application: _____ Contract Value: \$ _____

AUTHORIZATION

All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided. 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 work on the subject sign must commence within 90 days of the date the permit is issued.

Filing Fee \$2.50 per sq. ft. (\$50 min) Technology Fee \$11 **TOTAL FEE ATTACHED \$** _____

Applicant's Signature: _____ Date: _____

Printed Name: _____

APPLICABILITY

A Common Signage Plan Application is required for all signage which is not freestanding.

Exemptions include: unit signs, electric signs which are plugged into an existing electrical outlet, normal maintenance, changing copy or nonstructural panels or faces within a fixed frame.

CHECKLIST FOR ON-PREMISE ATTACHED SIGN PERMIT APPLICATION

Items Required for Complete Submittal		Staff Verification & Comments	
<input type="checkbox"/>	Completed Application for Sign Permit	<input type="checkbox"/>	
<input type="checkbox"/>	Filing Fee*: \$2.50 per square foot (min \$50) Technology Fee: \$11	<input type="checkbox"/>	*FILING FEES ARE DOUBLE IF SIGN IS ERECTED PRIOR TO ISSUANCE OF A PERMIT
<input type="checkbox"/>	Sign Detail Information Sheet(s) – one sheet for each sign	<input type="checkbox"/>	
<input type="checkbox"/>	Sketch of proposed sign showing dimensions of sign and façade	<input type="checkbox"/>	
<input type="checkbox"/>	Sketch showing location of proposed & all existing signs on façade	<input type="checkbox"/>	
<input type="checkbox"/>	Illustration or description of mounting details	<input type="checkbox"/>	
<input type="checkbox"/>	Certificate of appropriateness if sign is in Historic District	<input type="checkbox"/>	
Additional information may be required at the request of the Department			

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

(one sheet required for each sign covered by the attached application)

SIGN STATUS: New Structural Alteration Relocation

TYPE: Wall Awning/Canopy Projecting Hanging Directory

DIMENSIONS: _____ AREA: _____ sq. ft.

MATERIAL: _____

MOUNTING DETAILS: _____

FAÇADE on which this sign will be attached: Front Rear Left Side Right Side

Other _____ Dimensions: _____ Area: _____

EXISTING SIGNS ON FAÇADE: _____

ILLUMINATION type proposed: _____

ELECTRICAL Yes No NAME OF ELECTRICIAN: _____

SIGN CONTRACTOR & LICENSE #: _____