



CITY OF SAN MARCOS OFF-PREMISE SIGN PERMIT PROCESS

Submittal Requirements:

- Completed application
- Site Plan, drawn to scale, including the following:
 - all easements
 - driveways
 - property lines
 - existing signs
 - power lines
 - streets
 - distance from any part of the sign structure to property lines (NOT the edge of the street),
 - signs on the same side of the road
 - driveways
 - street intersection if on a corner lot
 - Site triangle (measured 15' for street/driveway; 25' for street/intersection.)
- Detailed foundation plan.
- For signs exceeding 25' in height, a certification by a licensed engineer for structural compliance with the Building Code, including engineer's seal, must be submitted.
- Sketch of proposed sign showing sign dimensions and support structure
- Site Location approval form signed by Electric Utility Representative (if other than San Marcos Electric Utilities)
- Copy of city registration form(s) for sign(s) being removed
- Copy of TxDOT permit (if applicable)
- Copy of electrical permit (if applicable)

Footing Inspection is required. Call (512 805-2630) 24 hours in advance to schedule.

Off-Premise Sign Application**SIGN OWNER INFORMATION:**

SIGN OWNER:		SIGN # _____ OF _____ TOTAL SIGNS	
CONTACT:	PHONE:	FAX:	
ADDRESS:(Address, City, State, Zip)		EMAIL:	

DESCRIPTION OF PROPERTY:

ADDRESS OF SIGN/DESCRIPTION OF LOCATION IF NO ADDRESS:		_____ CITY LIMITS _____ ETJ	
PROPERTY DESCRIPTION: TAX PARCEL ID#	SUBDIVISION: (if applicable)	Lot	Block
IS THERE AN EXISTING USE OR PRINCIPAL STRUCTURE ON THE PROPERTY? _____ YES _____ NO, THE PROPERTY IS CURRENTLY VACANT/UNDEVELOPED		ZONING DESIGNATION OF PROPERTY:	

DESCRIPTION OF PROPOSED OFF-PREMISE SIGN:

SIGN HEIGHT (feet):	SIGN AREA: height _____ (feet) X width _____ (feet)	TOTAL SIGN AREA (square feet):
NUMBER OF SIGN FACES: _____ ONE _____ TWO, front & back		
SETBACK OF SIGN:(distance to property line from nearest edge of sign)	DISTANCE FROM NEAREST EXISTING OFF-PREMISE SIGN ON THE SAME SIDE OF STREET:	
TxDOT PERMIT # : (please attach a copy) (if applicable)	DATE ISSUED:	
IS AN ELECTRICAL PERMIT REQUIRED? _____ YES _____ NO (Note: If yes, electric permit is required before issuance of sign permit.)	ELECTRICAL CONTRACTOR TO OBTAIN PERMIT:	
DISTANCE FROM NEAREST POWER LINES: (shown on site plan):	SIGN MATERIAL DESCRIPTION:	

DETAILED DESCRIPTION OF SIGN SUPPORT STRUCTURE:

DESCRIPTION OF OFF-PREMISE SIGNS BEING REMOVED:

CITY REGISTRATION NUMBER(S):	SIGN AREA: (square feet)	SIGN HEIGHT: (feet)
1.		
2.		
3.		
4.		
5.		
	TOTAL AREA:	

TRANSFER OF SIGN OWNERSHIP:

ADDRESS OF SIGN / DESCRIPTION OF LOCATION IF NO ADDRESS:	CITY REGISTRATION ID #:
Previous Sign Owner: Name: Address: Phone:	New Sign Owner: Name: Address: Phone:

* I certify the information contained in this application is complete and accurate.

* I understand that the work on the subject sign must commence within 90 days of the permit issuance date.

* If I am not the sign owner, or if the sign owner is an organization or business entity, I certify that I have been authorized to represent the owner in this application.

Signature: _____ Date: _____

Printed or Typed Name: _____

For City Use Only:
Sign Registration ID #:

City of San Marcos Off-Premise Sign Registration Form

SIGN OWNER INFORMATION:

SIGN OWNER:		SIGN # _____ OF _____ TOTAL SIGNS	
CONTACT:	PHONE:	FAX:	
ADDRESS: (Address, City, State, Zip)		EMAIL:	

DESCRIPTION OF PROPERTY:

ADDRESS OF SIGN / DESCRIPTION OF LOCATION IF NO ADDRESS:		__CITY LIMITS __ETJ	
PROPERTY DESCRIPTION: TAX PARCEL ID#	SUBDIVISION: (if applicable)	Lot	Block

IS THERE AN EXISTING USE OR PRINCIPAL STRUCTURE ON THE PROPERTY? ____ YES ____ NO, THE PROPERTY IS CURRENTLY VACANT/UNDEVELOPED	ZONING DESIGNATION OF PROPERTY:
---	---------------------------------

DESCRIPTION OF SIGN:

SIGN HEIGHT: (feet)	SIGN AREA: height _____ (feet) X width _____ (feet)	TOTAL SIGN AREA: (square feet)
NUMBER OF SIGN FACES: _____ ONE _____ TWO, front & back _____ TWO, stacked or side-by-side _____ FOUR, two-sided stacked or side-by-side OTHER: _____	SETBACK OF SIGN: (distance from property line to nearest edge of sign)	

DATE CONSTRUCTED:	CITY PERMIT #: (please attach a copy)	DATE ISSUED:
IF NO CITY PERMIT, WHY?		
TxDOT PERMIT #: (please attach a copy)	DATE ISSUED:	
IF NO TxDOT PERMIT, WHY?		

As the sign owner or representative, I certify that this registration, along with all attached registration forms, includes all signs under my ownership.

*I understand that signs not registered with the City of San Marcos by September 30, 2003, will be **excluded** from the off-premise sign cap and may continue as a nonconforming sign, but may not be used as credit for a replacement sign.*

I certify that information contained in this registration form is complete and accurate.

Signature: _____ Date: _____

Print or Typed Name: _____

Notary Public, State of _____
Given Under my seal and office on this _____ day of _____ 2003.
_____ Notary Public, _____ County

SUMMARY OF OFF-PREMISE SIGN REGULATIONS

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:

- 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 are not allowed on property zoned Residential

Spacing:

- 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.

Height:

- 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.

Area:

- The maximum area for a new sign is 480 square feet or the total area of the sign or signs removed, whichever is less.

Setbacks:

- Any off-premise sign must be at least 10 feet from all property lines.

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.*

** The Sign Ordinance is available in the Planning and Development Services office for \$5 per copy.*

Questions? Contact the Permit Center at 512-805-2630.

Sign Requirements Found in City of San Marcos Land Development Code

The Land Development Code went into effect December 23, 2004. Any application submitted after that date requires compliance with the LDC. The information below represents a summary of the most commonly asked about regulations pertinent to sign permitting. These are found in Chapter 6, article III, sections 6.3.1.1. - 6.3.3.6. of the LDC. For more detailed inquiry please contact Planning and Development Services staff at (512) 393-8235.

1. Prohibited signs:

- a. Flashing or blinking signs are prohibited except for those that function as a community information sign for at least 50% of each hour.
- b. Permanent portable signs are prohibited.
- c. Inflatable signs / balloons greater than 36" in dimension are prohibited.
- d. Bench signs are prohibited in the ROW.

2. Local Restrictions:

- a. All signs over public sidewalks must maintain a clearance of at least 8'.
- b. At least a 10' vertical and horizontal clearance is required from all power lines.
- c. All signs must have a 5' setback. If taller than 4', a minimum 10' setback is required.

3. Abandonment:

- a. Non-conforming signs on a premises where the use has ceased for a period of at least 6 months shall be brought in compliance with the regulations in the LDC.

4. Non-conforming:

- a. All permitted signs in existence at the time of the LDC effective date are grandfathered for routine maintenance and / or repair only. Any structural changes will require a new permit and compliance with the current LDC regulations.

5. On-Premises attached maximum square footage:

- a. Commercial uses are allowed a maximum of 10% of the overall façade area (per wall).

6. On-Premises Freestanding maximum height and area square footage:

- a. 42.5' is the maximum height allowed along IH-35. No additional height is allowed within highway corridor where highway elevation is increased.
- b. 160 square feet is the maximum area square footage allowed along HWY 123, HWY 21, & HWY 80.
- c. 120 square feet is the maximum area square footage allowed in all other areas.
- d. Monument signs are allowed a maximum area square footage of 80 square feet.
- e. No sign is allowed in the San Marcos River Corridor (within 100' of river) with the exception of monument signs, community information signs, and government signs.
- f. Monument signs are separately defined as "signs situated on the ground..." and may not be over 7' in height. Only businesses / lots with excess of 400 linear feet may have one additional sign per (public) street frontage.

7. Temporary:

- a. 96 square feet is the max square footage allowed in the highway corridor instead of 160 square feet.
- b. 32 square feet is the maximum allowed on all non-residential uses.
- c. 1 per street frontage or a max of 2 temporary signs per lot is allowed.

8. Appeals:

- a. All sign variances are now routed to the ZBOA instead of the Planning Commission.

9. Signs on Utility Poles:

- a. No signs shall be placed on utility poles. The City has the authority to remove any advertisement attached to a utility pole. Prosecution is authorized.

City of San Marcos Sign Regulations by Location and Type

Freestanding On-Premises Signs

Location*	Maximum Height	Maximum Size	Minimum Setback**	Number of Signs
IH-35 Hwy Corridor	42.5'	260 square feet	10' from property line	1 per street frontage
Hwy 123, 80, & 21	30'	160 square feet	10' from property line	1 per street frontage
All other locations	25'	160 square feet	10' from property line	1 per street frontage

* Except for monument signs, no sign may be located within the San Marcos River Corridor (*Within 100' of San Marcos River*)

** Signs less than 4' in height may be placed a minimum of 5' from a property line.

Off-Premises Signs

Maximum Sign Height Maximum Area of Sign Face	Minimum Setback	Maximum Faces	Minimum Spacing Between Signs
42.5' if sign face = 75 to 480 sq. ft. 25' if sign face = less than 75 sq. ft.	10' from property line	2 per location, front and back	Hwy. Corridor in City limits and ETJ = 1,500' Along Hwy 123, 21, 80 = 500' in City limits, 750' in ETJ Aquarena Springs from MLK Dr. to IH-35, RR 12 from Thorpe Ln. to IH-35 = 500' in City limits, 750' in ETJ

Monument Signs

Location	Maximum Height	Maximum Size	Minimum Setback	Number of Signs
Same as Freestanding signs	7'	80 square feet	If over 4', then 10' from property line	1 - Unless more than 400' of street frontage, then 1 additional per street frontage.

Attached Signs

Location	Maximum Height	Maximum Size	Number of Signs
2/28/2005	Please see *	Depending on use, max sign area is a percentage of total façade area: Commercial = 10% Multi-family = 5% Other uses see LDC	Depends on number of existing signs and amount of total available square footage available. New signs only permitted to maximum % allowable per use, per façade.

* Attached signs may not rise above highest point of the roof line adjacent to the facade.

Off-Premise Sign Procedures

New Sign Permit

