

City of San Marcos
SIGN PERMIT APPLICATION
On-Premise Attached

<u>Applicant</u>	<u>Property Owner (Required)</u>
Name: _____	_____
Address: _____ _____	_____
Phone: _____	_____
Email: _____	

Sign Location Information	
Business name or use of property: _____	
Address: _____	
Located in: <input type="checkbox"/> City Limits <input type="checkbox"/> ETJ (County _____) <input type="checkbox"/> Historic District	

<i>Any sign erected without a permit will be subject to double fee and if non-conforming must be removed immediately.</i>	
FEES:	
Up to 100 square feet	25 cents per square foot with \$10 minimum
101 to 200 square feet	50 cents per square foot
201 square feet and larger	75 cents per square foot
Off Premise Signs	\$250
Total number of signs covered by this application: _____	
Total pages included with this application (attach one detail sheet per sign): _____	

** 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 date the permit is issued.*

** If I am not the property owner, or if the 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: _____

Sign Detail Information

(Please complete a separate sheet for each sign)

Sign Status: New Structural Alteration Relocation

Sign Dimensions _____ **Sign Area:** _____ sq. ft.

Facade on which this sign will be attached: (check appropriate selection)

Front Left Side Right Side Rear

Other Describe: _____

Facade Dimensions: _____ **Facade Area:** _____ sq. ft.

Number of existing signs on this facade: _____ **Area of each:** _____

Type of Illumination Proposed: _____

Electrical Permit Required? No Yes

Name of Electrical Contractor who will obtain permit:

Sign Contractor and license number:

Description of Sign material:

Details of how sign will be attached to facade:

Submittal Requirements:

- * Sketch of proposed sign showing dimensions
- * Sketch showing location of proposed & all existing signs on facade
- * Facade dimensions
- * Illustration or description of mounting details

TO BE COMPLETED BY STAFF:

Maximum Sign Area _____ **Total Sign area including this sign:** _____

All required submittals included: Yes / No **Approved:** Yes / No

Date: _____ **Reviewed by:** _____ **Amount:** _____



On-Premises Attached Sign Checklist

Provided by applicant as of date of submittal		By staff as of date of completeness review	
Completed	Required Item	Staff Verification	Staff Comments
<input type="checkbox"/>	Completed Application.	<input type="checkbox"/>	
<input type="checkbox"/>	Clearly sketched sign proposal showing dimensions.	<input type="checkbox"/>	
<input type="checkbox"/>	Sketch showing location of proposed and existing signs on façade.	<input type="checkbox"/>	
<input type="checkbox"/>	Facade dimensions.	<input type="checkbox"/>	
<input type="checkbox"/>	Illustration or description of mounting details.	<input type="checkbox"/>	
<input type="checkbox"/>	Certificate of appropriateness provided if sign is located within a historic district	<input type="checkbox"/>	

Applicant comments:

Submittal Checklist completed by:

_____, _____, _____ - _____
 Name Title Date signed Signature

Submittal reviewed for adequacy by:

_____, _____, _____ - _____
 Name Title Date signed Signature

Ordinance Requirements for On-Premise Attached Signs

Maximum Sign Area:

- (a) Single-Family, Two-Family and Mobile Home Residential: only signs exempted in Sec. 1-3
- (b) Home Occupation - As authorized by Zoning Commission
- (c) Multi-family residential, including fraternity and sorority houses: identification signs having a total aggregate area of up to 5% of the area of the facade to which they are attached
- (d) Office/professional, agricultural, business park, industrial and institutional uses - a total of 10% of area of the facade to which they are attached
- (e) Commercial - 10% of the area of the facade to which they are attached

Premises containing two or more uses having different standards under this section shall have the allowable area determined by the use allowing the greater area.

Location & Construction Standards:

- * Attached signs cannot extend vertically above the highest point of the roof line adjacent to the facade.
- * Attached signs shall not extend into a required building setback area.
- * Attached signs which look like part of the building shall not extend above the height permitted for freestanding signs or the highest point of the roof line adjacent to the facade, whichever is greater.
- * Signs on premises within a historic district must obtain a certificate of appropriateness issued by the Historic Preservation Commission.
- * No sign can be located on or project over public property or street r.o.w. (*except governmental signs, bench signs, subdivision identification signs, temporary banner signs and permitted signs in the Central Business Area zoning district*).
- * Signs must maintain a clearance of at least 8 feet when located over a public sidewalk and twelve feet when located over a driveway and shall extend no closer than 18 inches from the curb line of a public street (*unless painted or mounted flat on the surface of an existing awning, canopy or marquee*).
- * Bare bulb illumination is prohibited within 150 feet of any premises containing a residential use, and in other cases is limited to 25 watt bulbs at night and 33 watt bulbs during daylight hours.
- * Electric signs must have an accessible disconnect switch and shall be labeled to indicate the voltage and amperage of electrical circuits connected to the sign.

No permit required for:

- * Unlit signs or electric signs plugged into an existing electric outlet, in first or second story windows.
- * The painting, repairing, cleaning or other normal maintenance and repair of a sign not involving structural changes.
- * Changing the sign copy on an existing sign, and the replacement of a nonstructural panel or sign face within a fixed frame.
- * Signs which are not visible from the nearest public street toward which they are oriented.

NOTE: The complete sign ordinance may be obtained for a fee of \$5.00 from the Planning Department.

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