

City of San Marcos
SIGN PERMIT APPLICATION
On-Premise Freestanding

<u>Applicant</u>	<u>Property Owner (Required)</u>
Name: _____	_____
Address: _____ _____	_____
Phone: _____	_____
Email: _____	_____
Sign Contractor: _____	License No: _____

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 property 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: _____

**On-Premise Freestanding Sign
Sign Detail Information**

Sign Status: New Structural Alteration Relocation

Sign Face Dimensions: _____ **Sign Face Area (one side only):** _____

Height from ground to top of face: _____ **Height from ground to bottom of face:** _____

Number of existing freestanding signs on premise: _____ (show locations on site plan)

Height and area of existing freestanding signs: _____

Number of driveways: _____ **Number of street frontages:** _____

Distance from nearest property line to the sign: _____ (show locations on site plan)

Distance from nearest exposed power lines: _____ (show power lines on site plan)

Have you marked the location of the proposed sign on site for staff review? Yes No

Type of illumination: _____

Is electrical permit required? _____ **If yes, name of electrical contractor:** _____

Sign contractor and license number: _____

Sign material description: _____

Detailed description of sign support structure: _____

Submittal Requirements:

- *Site plan, drawn to scale, showing proposed sign in relation to all easements, driveways, property lines, existing signs, power lines, and streets. You must show the distance between the sign and the property line (NOT the edge of the street), driveways, and street intersection if property is on a corner lot. No sign is allowed in a sight triangle – a sight triangle is a triangle-shaped area adjacent to the intersection of two right-of-ways.*
- *Detailed foundation plan. Engineering certification of structural integrity if over 25' in height.*
- *Sketch of proposed sign showing dimensions.*
- *Location approval from electric utility provider (if other than San Marcos Electric Utility) for signs over 6'.*

Footing inspection is required. Call 24 hours in advance to schedule (512-393-8240).

TO BE COMPLETED BY STAFF:

Max. Sign Area _____ **Max Sign Height.** _____ **Max. # Signs on Premise:** _____

Located within Highway Corridor: Yes/No **Multiple Occupancy Premise:** Yes/No

Required submittals included: Yes/No **Within Site Triangle:** Yes/No **Approved:** Yes/No

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

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 the Permit Center at (512) 805-2630.

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. 260 square feet is the maximum area allowed in the IH-35 corridor.
- c. 160 square feet is the maximum area allowed along HWY 123, HWY 21, & HWY 80.
- d. 120 square feet is the maximum area allowed in all other areas.
- e. Monument signs are allowed a maximum area square footage of 80 square feet.
- f. 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.
- g. 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. Variances:

- 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.



Completeness Check On-Premises Freestanding Sign

Provided by applicant as of date of submittal		By staff as of date of completeness review	
Complete	Required Item	Staff Verification	Staff Comments
<input type="checkbox"/>	Completed Application	<input type="checkbox"/>	
<input type="checkbox"/>	Site Plan <i>drawn to scale</i>	<input type="checkbox"/>	
<input type="checkbox"/>	Easements shown on site plan	<input type="checkbox"/>	
<input type="checkbox"/>	Driveways shown on site plan	<input type="checkbox"/>	
<input type="checkbox"/>	Property Lines shown on site plan	<input type="checkbox"/>	
<input type="checkbox"/>	Existing Signs shown on site plan	<input type="checkbox"/>	
<input type="checkbox"/>	Power Lines shown on site plan	<input type="checkbox"/>	
<input type="checkbox"/>	Streets shown on site plan	<input type="checkbox"/>	
<input type="checkbox"/>	Distance between the sign and property lines is clearly noted	<input type="checkbox"/>	
<input type="checkbox"/>	If property is on a corner lot, distance from driveways and street intersection is noted	<input type="checkbox"/>	
<input type="checkbox"/>	Detailed foundation plan provided	<input type="checkbox"/>	
<input type="checkbox"/>	For sign over 25', Engineering certification of structural integrity is provided	<input type="checkbox"/>	
<input type="checkbox"/>	Sketch of proposed sign showing dimensions	<input type="checkbox"/>	
<input type="checkbox"/>	Signs over 6' in height, location approval from electric utility provider (if other than San Marcos Electric Utility)	<input type="checkbox"/>	
<input type="checkbox"/>	Certificate of appropriateness provided if sign is located within a historic district	<input type="checkbox"/>	

Submittal Checklist completed by:

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

Submittal reviewed for adequacy by:

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