

ON-PREMISE, FREESTANDING SIGN PERMIT APPLICATION FORM

Updated: October, 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 A FOOTING INSPECTION IS REQUIRED AND I MUST CALL 512-805-2630 ONE BUSINESS DAY IN ADVANCE TO SCHEDULE THE REQUIRED INSPECTION

Filing Fee \$2.50 per sq. ft. (\$50 min) Technology Fee \$12 **TOTAL FEE ATTACHED \$ _____**

Applicant's Signature: _____ Date: _____

Printed Name: _____

CHECKLIST FOR ON-PREMISE FREESTANDING 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: \$12	<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	<input type="checkbox"/>	
<input type="checkbox"/>	Scaled site plan including proposed sign, easements, driveways, property lines, existing signs, power lines, streets. *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"/>	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

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: _____

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

of driveway(s) _____ distance from sign to driveway(s) _____

of street frontage(s) _____ distance from nearest edge of sign to property line(s)

Distance to exposed power line(s) _____

ILLUMINATION type proposed: _____

ELECTRICAL Yes No NAME OF ELECTRICIAN: _____

SIGN CONTRACTOR & LICENSE #: _____