



SIGN PERMIT APPLICATION

In accordance with City of Garden Ridge Ordinance 55 (Sign Ordinance) no person may construct, reconstruct, place, install, or relocate any sign without first obtaining a sign permit from the city. Changing of the complete sign message, alterations to the sign, or major repairs (replacement of more than twenty (20) percent of the original sign) shall not be considered normal maintenance and will require a permit. No permit will be issued for a proposed sign that will cause the aggregate of all signs on the property to exceed the square footage allowed for in Ordinance 55. A permit is not required for temporary signs.

Each application for a sign permit must be accompanied by the appropriate fee established by the city. Properly issued permits expire within sixty (60) days following the issuance of a permit.

All information requested below must be provided along with any applicable attachments. The city is not required to act upon a permit application until it is deemed by the City to be administratively complete.

APPLICANT: Name: _____
Address _____
Telephone # _____ Cell: _____

WHO IS
ERECTING
THE SIGN? Name: _____
Firm: _____
Address _____
Telephone # _____ Cell: _____

Location of the building, structure, address, or legal lot and block to which or upon which the sign is to be attached or erected: _____

Is the Applicant the Owner of the Real Property where the sign is to be located? Yes: _____ No: _____

** If NO, please provide written consent of and name, address, and telephone number of the property owner and a copy of the executed lease agreement. **

Date on which the sign is to be erected or displayed: _____

PLEASE INCLUDE THE FOLLOWING:

ITEM:	ATTACHED? (Yes, No or N/A)
A site plan indicating position, height, and size of the proposed sign and other existing advertising structures on the property in relation to nearby buildings or structures, north arrow and scale of drawing, property lines, curb lines, adjacent streets, alleys, curb cuts, and setback clearance zone	
Specifications for the construction and display of the sign	
Copy of stress diagrams or plans, when needed, containing information as to safety and structural integrity of the sign. The city assumes no liability for safety and structural integrity of any sign	
Statement indicating whether the sign will require electricity. If so, the sign must comply with the International Electrical Code or any successor code as may be adopted and amended by the city	
Copy of the permit approved by the state department of transportation, the state transportation commission, the county or successor agencies, if state law requires a state permit	

List any variance or special use permit that will be requested and specify reason for the variance or special use permit:

The City of Garden Ridge reserves the right to request additional information that it deems necessary to show full compliance with City Ordinance 55 and all other standards of the city.

Requestor's signature: _____ Date: _____

Official Use Only: Request Approved by: _____ Date: _____

Request Disapproved by: _____ Date: _____

Reason for Disapproval: _____

Additional Information requested by the City of Garden Ridge: _____

Date Requested: _____

Additional Information Received was Complete: Yes: _____ No: _____

Variance Scheduled for Planning and Zoning Commission: _____ (Date)

Approved: _____ Disapproved: _____

Variance Scheduled for City Council: _____ (Date)

Approved: _____ Disapproved: _____