



City of Southlake
Sign Permit Application – ATTACHED SIGNS

P-A

Planning Department, 1400 Main Street, Suite 310, Southlake, TX 76092
 Phone: (817) 748-8069 Fax: (817) 748-8077 www.cityofsouthlake.com

Installation Address:		Tenant/Business:	
Applicant*:		Phone No.:	

*This is the person that will be called when the sign permit is ready.

SIGN COMPANY

Company Name:				Contact Name:			
Address:			City:			State:	Zip:
Phone No.:			Fax:				
Email*:							

*Email should only be provided if you consent to your email address becoming a part of public record.

ELECTRICAL CONTRACTOR (for illuminated signs only)

Contractor:			Phone No.:	
-------------	--	--	------------	--

TYPE OF ATTACHED SIGN *Please circle or highlight one:*

Business Sign	Blade Sign	Menuboard Sign	Subdivision Entry Sign	Drive Through Sign
---------------	------------	----------------	------------------------	--------------------

ITEMS REQUIRED WITH SUBMITTAL

ITEM REQUIRED		WHEN REQUIRED
<input type="checkbox"/>	Sign drawing(s) to scale with the height, width, length, and any other dimensions of the sign clearly labeled.	All Signs
<input type="checkbox"/>	General plan to scale that illustrates: <ul style="list-style-type: none"> Location of the building, structure, or tract to which or upon which the sign is to be attached or erected Position of the sign in relation to rights-of-way, edge of street pavement, property lines, easements, buildings, structures, etc. 	All Signs
<input type="checkbox"/>	Illumination detailing including electrical contractor company name & phone number.	All Illuminated Signs

BUSINESS SIGN

Storefront/Tenant Area Width:		Sign Width:		Illumination Type:	
Façade Width (where sign will be displayed):		Sign Length:		Sign Area: (Width x Length)	
Distance From Edge of Pavement:		Letter Height:		Logo Height:	
Residential Adjacency (Does the sign face residential uses?)				YES or NO	
If yes, provide the distance from the sign to the residential property line:					

BLADE SIGN, MENUBOARD SIGN, SUBDIVISION ENTRY SIGN, OR DRIVE THROUGH SIGN

Sign Width:		Sign Length:		Sign Area: (Width x Length)	
Height of Sign (from grade to the bottom of the sign):					

Property Owner Acknowledgement: I acknowledge that I have granted permission to the tenant/applicant to erect/install the proposed sign. Owner's Name (please print): _____

Owner's Signature: _____ Date: _____

Applicant Acknowledgement and Wind Pressure & Dead Load Compliance: I certify that all the information provided above is accurate and the above proposed sign(s) shall be designed and constructed to withstand a wind pressure of not less than 30 lbs./ft² of area and shall be constructed to receive dead loads as required by applicable building code standards.

Applicant's Signature: _____ Date: _____

Every effort will be made to review applications within 10 business days of receipt.	Date Stamp (for office use):
---	------------------------------

For Staff Review:	Comments: _____
Approved:	Denied:
Date: _____	Expires: _____

BUSINESS ATTACHED SIGN REGULATIONS

1. Each lease or tenant space shall be permitted only one attached building sign per street front with a maximum of two signs per tenant/lease space based on the table below.
2. The distance from the edge of pavement shall be measured from the closest street which has clear visibility of the entire façade/tenant space in question.
3. Each sign is limited in width to 75% of the single plane façade.
4. Signs may be illuminated with internal lighting. No exposed neon is permitted.
5. **The maximum logo height for an attached sign may be no more than 125% of the maximum permitted letter height.**

Street Typology	Distance from Edge of Street Pavement	Maximum Letter Height	Maximum Area		Other Standards
			Lease space width	Sign Area per 1 linear foot of lease space	
Freeways (S.H. 114)	≤ 100 feet from frontage road	24"	≤ 20 feet 21 feet – 30 feet	1.20 1.00	Maximum sign area of 400 s.f.
	>100 feet from frontage road	For every foot over 100 feet, letter height increases at a rate of 0.1" until a maximum of 42"	31 feet – 50 feet ≥ 50 feet	0.80 0.70	
Regional Boulevards (F.M. 1709 and F.M. 1938)	≤ 100 feet	18"	≤ 20 feet 21 feet – 30 feet	1.20 1.00	Maximum sign area of 300 s.f.
	>100 feet	For every foot over 100 feet, letter height increases at a rate of 0.1" until a maximum of 36"	31 feet – 50 feet ≥ 50 feet	0.80 0.70	
All other streets	≤ 100 feet	16"	≤ 20 feet 21 feet – 30 feet	1.20 1.00	Maximum sign area of 200 s.f.
	>100 feet	For every foot over 100 feet, letter height increases at a rate of 0.1" until a maximum of 24"	31 feet – 50 feet ≥ 50 feet	0.80 0.70	
Internal driveways/parking aisles	≤ 100 feet	14"	≤ 20 feet 21 feet – 30 feet	1.20 1.00	Maximum sign area of 100 s.f.
	>100 feet	For every foot over 100 feet, letter height increases at a rate of 0.1" until a maximum of 21"	31 feet – 50 feet ≥ 50 feet	0.80 0.70	

SPECIAL ATTACHED SIGN REGULATIONS

Sign Type	Street Typology Where Permitted	Number of Signs	Maximum Area (square feet)	Other Standards
Blade Sign	Main Streets	1 per lease space, permitted in addition to the 2 attached signs allowed per lease space	8 s.f. (total); 4 s.f. per sign face.	Shall not be higher than the eave line or parapet wall of the top of the principal building; shall be a minimum of seven feet above grade when located adjacent to or projecting over a pedestrian way.
	Internal Streets/Drives, and Internal Pedestrian Way	1 per lease space in lieu of 1 attached sign		Shall not be higher than the eave line or parapet wall of the top of the principal building; shall be a minimum of seven feet above grade; and shall be adjacent to or projecting over a pedestrian way.
Menuboard	Internal Streets/Drives	2 per site	24 s.f. Only one sign face allowed per sign.	Must be located at the side or rear of the principle building. If 2 signs are erected, they must be a minimum of 18 feet apart.
Subdivision Entry	All streets	Up to 2 attached wall signs per street entrance in lieu of a subdivision entry monument sign.	32 s.f.	
Drive Through	Internal Streets/Drives	2 per site	4 s.f.	Directional signs, height clearance signs and all signage that is not visible from all adjoining streets shall be exempt from this standard as long as the letter height is less than 6 inches.