



City of Southlake
Sign Permit Application – MONUMENT SIGNS

P-M

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.:	
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TYPE OF MONUMENT SIGN *Please circle or highlight one:*

Business Sign	Menuboard	Subdivision Entry	Bulletin Board	Directory
Institutional	Gasoline Pricing	Directional	Non-Food Service Drive Through	

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

SIGN DETAILS

Sign Face Height:		Sign Face Width:		Sign Face Area:	
Sign Base Height:		Total Sign Height:		Number of Sign Panels:	
Minimum Setback from Property Line(s):		Illumination Type:			
Monument Material(s):					
Number of Monument Signs:		If more than 1 sign, distance between signs:			

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

BUSINESS MONUMENT SIGN REGULATIONS

1. The sign base and sign structure shall be brick, stone, or masonry material matching the front façade of the building. The sign face shall be framed by a minimum of 6” of brick, stone, or masonry material matching the front façade of the building.
2. Signs with changeable copy may not change more than once per day.
3. Main Streets shall not have monument signs.
4. Maximum total height is measured from the finished grade at the center of the sign. If the finished grade at the center of the sign is higher than the finished grade of the closest paved surface, then the height shall be measured from the finished grade of the closest paved surface.
5. The monument base shall be a maximum of 2 feet in height and shall be included in the calculation of total height.
6. Address numbers are required on business monument signs. If the area of the address number is 5 square feet or less, the area will not count toward the maximum sign face area.
7. For multi-tenant developments, the development name, if included as an integral part of the monument structure (i.e., not a separate panel), will not count toward the maximum sign face area as long as the area of the development name does not exceed 20% of the allowable maximum sign face area.

<i>Street Typology</i>	<i>Number of Signs</i>	<i>Maximum Total Height (feet)</i>	<i>Maximum Height of sign face</i>	<i>Maximum Sign Face Area (square feet)</i>	<i>Maximum Number of Sign Panels</i>	<i>Minimum Required Setbacks</i>
Freeways (S.H. 114)	1 per every 500 feet of highway frontage with a maximum of 2	12 feet	10 feet	160 s.f. (total) and 80 s.f. per sign face	8	15 feet
Regional Boulevards (F.M. 1709 and F.M. 1938)	1 per every 500 feet of regional boulevard frontage with a maximum of 2	8 feet	6 feet	120 s.f. (total) and 60 s.f. per sign face	6	12 feet
All other streets	1 per street frontage with a maximum of 2 (separated by a minimum 500 feet)	6 feet 6 inches	4 feet	100 s.f. (total) and 50 s.f. per sign face	6	10 feet

SPECIAL MONUMENT SIGN REGULATIONS

<i>Sign Type</i>	<i>Maximum Sign Height</i>	<i>Maximum Sign Face Area</i>	<i>Max. Sign Structure Area</i>	<i>Number of Signs</i>	<i>Location</i>	<i>Illumination</i>	<i>Additional regulations</i>
Menuboard	6 feet	24 s.f.	70 s.f.	Two signs per site.	Must be located at the side or rear of the principal building. If two signs are erected, signs must be at least 18 feet apart.	Internal lighting for sign panel.	A minimum of 6 inches of sign structure must completely surround sign face.
Drive-Through, Non-Food Service	3 feet	4 s.f.	8 s.f.	Two signs per site	Located at the side or rear or near a driveway	Internal lighting for sign panel	A minimum of 6 inches of masonry or material matching the building to surround the sign face 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.

<i>Sign Type</i>	<i>Maximum Sign Height</i>	<i>Maximum Sign Face Area</i>	<i>Max. Sign Structure Area</i>	<i>Number of Signs</i>	<i>Location</i>	<i>Illumination</i>	<i>Additional regulations</i>
Subdivision Entry	Total Height: 6'6" Base: 18" Sign Face: 4' Sign Structure: 5'	50 s.f. per sign face; 100 s.f. per sign	70 s.f.	One per street entrance*	Common areas or as approved by City Council.	Ground lighting where the light itself and supporting structure are not visible from public ROW. Internal lighting may be utilized for sculpted aluminum panels.	Shall meet the standards herein unless approved by City Council on Concept or Development Plan, or by a Sign Variance application.
Bulletin Board	6 feet	18 s.f.; only one face allowed per sign		One per subdivision entrance, not to exceed 2 per subdivision	No closer than 100 feet from an arterial. Sign must be located on designated common area and maintained by HOA.		Bulletin board must have a lockable covering. A minimum of 6 inches of sign structure must completely surround sign face.
Directory	Total Height: 6'6" Base: 18" Sign Face: 4' Sign Structure: 5'	50 s.f. per sign face; 100 s.f. per sign	70 s.f.	One sign per street entrance.	Minimum of 75 feet from drive entrance at ROW.		A minimum of 6 inches of sign structure must completely surround sign face. Sign shall only be located along an internal drive or street within the development.
Institutional	Total Height: 6'6" Base: 18" Sign Face: 4' Sign Structure: 5'	50 s.f. per sign face; 100 s.f. per sign	70 s.f.	One along each street frontage on any site	Minimum of 15 feet from any property line; 500 feet distance between any two business monument signs on one site		Sign must be integral to the permitted sign for the site. Messages on readerboards may not scroll, flash, or change more frequently than once a day. A minimum of 6 inches of sign structure must completely surround sign face.
Gasoline Pricing	Total Height: 6'6" Base: 18" Sign Face: 4' Sign Structure: 5'	50 s.f. per sign face; 100 s.f. per sign	70 s.f.	One per site.	Minimum of 15 feet from any property line; 500 feet distance between any two business monument signs on one site		Sign must be integral to the permitted sign for the site. Price per gallon display may not scroll, flash, or change more frequently than once a day. A minimum of 6 inches of sign structure must completely surround sign face.
Directional	3 feet	4 s.f. per sign face; 8 s.f. per sign	10 s.f.	Two per site.	NA		A minimum of 6 inches of sign structure must completely surround sign face.
Bulletin Board	6 feet	18 s.f.	30 s.f.	1 per subdivision entrance; not to exceed 2 per subdivision	No closer than 100 feet from an arterial. Sign must be located on designated common area and maintained by HOA.		Ground lighting where the light itself and supporting structure are not visible from public ROW. Bulletin board must have a lockable covering. A minimum of 6 inches of sign structure must completely surround sign face.