



# City of Southlake

## Sign Permit Application – TEMPORARY SIGNS

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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:	
<b>Applicant*:</b>		<b>Phone No.:</b>	

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

SIGN COMPANY *If the sign will be installed by a sign company, please complete the following:*

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

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

Banner	Grand Opening Banner	Parks and Recreation Banner	Special Purpose Sign(s) <i>(complete page 2 of application)</i>	Sandwich Board Sign	New Construction For Sale/Leasing Sign
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ITEMS REQUIRED WITH SUBMITTAL

ITEM REQUIRED		WHEN REQUIRED
<input type="checkbox"/>	Sign drawing(s) with the height, width, length, and any other dimensions of the sign clearly labeled.	All temporary signs
<input type="checkbox"/>	General plan (such as a site plan) that illustrates: <ul style="list-style-type: none"> <li>Location where the sign will be displayed</li> <li>Position of the sign in relation to rights-of-way, property lines, buildings, edge of street pavement, and other signs (if applicable). For sandwich board signs, clearly label the width of the sidewalk.</li> </ul>	Sandwich Board Signs and New Construction For Sale/Leasing Signs
<input type="checkbox"/>	Map showing proposed locations of on-site and off-site sign(s) and proof of tax-exempt status.	Special Purpose Sign(s)
<input type="checkbox"/>	Community Services Department approval.	Parks and Recreation Banners

BANNER, GRAND OPENING BANNER, AND PARKS AND RECREATION BANNER

Storefront/Tenant Area Width: <i>(Not applicable for Parks &amp; Rec. Banner)</i>		Proposed Display Dates:	
Sign Width:		Sign Length:	
		Sign Area: (Width x Length)	

SANDWICH BOARD SIGN

Sign Width:		Sign Length:		Sign Area: (Width x Length)	
Total Sign Height:		Total Sidewalk Width: (where sign will be displayed)			

NEW CONSTRUCTION FOR SALE/LEASING SIGN

Sign Width:		Sign Length:		Sign Area: (Width x Length)	
Total Sign Height:		Minimum distance from property line(s):			

*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./ft<sup>2</sup> of area and shall be constructed to receive dead loads as required by applicable building code standards.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Every effort will be made to review applications within 5 business days of receipt.</b>	Date Stamp (for office use):
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For Staff Review:	Comments: _____
Approved:	Denied: _____
Date: _____	Expires: _____

The following should only be completed for special purpose signs.

**SPECIAL PURPOSE SIGN(S) For non-profit and civic organizations only.**

Special Purpose Event:					
Sponsoring Organization:					
Proposed Display Dates:					
<b>On-Site Sign Details</b>					
Address or General Location Description:					
Sign Width:		Sign Length:		Sign Area: (Width x Length)	
Will this sign be displayed on the ground or attached to a building?				Ground or Attached	
If it is a ground sign, what is the total sign height (including height of support poles)?					
<b>Off-Site Sign Details - Sign 1</b>					
Address or General Location Description:					
Sign Width:		Sign Length:		Sign Area: (Width x Length)	
Will this sign be displayed on the ground or attached to a building?				Ground or Attached	
If it is a ground sign, what is the total sign height (including height of support poles)?					
<b>Off-Site Sign Details - Sign 2</b>					
Address or General Location Description:					
Sign Width:		Sign Length:		Sign Area: (Width x Length)	
Will this sign be displayed on the ground or attached to a building?				Ground or Attached	
If it is a ground sign, what is the total sign height (including height of support poles)?					
<b>Off-Site Sign Details - Sign 3</b>					
Address or General Location Description:					
Sign Width:		Sign Length:		Sign Area: (Width x Length)	
Will this sign be displayed on the ground or attached to a building?				Ground or Attached	
If it is a ground sign, what is the total sign height (including height of support poles)?					
<b>Off-Site Sign Details - Sign 4</b>					
Address or General Location Description:					
Sign Width:		Sign Length:		Sign Area: (Width x Length)	
Will this sign be displayed on the ground or attached to a building?				Ground or Attached	
If it is a ground sign, what is the total sign height (including height of support poles)?					
<b>Off-Site Sign Details - Sign 5</b>					
Address or General Location Description:					
Sign Width:		Sign Length:		Sign Area: (Width x Length)	
Will this sign be displayed on the ground or attached to a building?				Ground or Attached	
If it is a ground sign, what is the total sign height (including height of support poles)?					

Note: It is the applicant's responsibility to obtain permission from all property owners to erect/display signs. Signs shall not be placed on public right-of-way.

## REGULATIONS FOR TEMPORARY SIGNS REQUIRING A PERMIT

<i>Sign Type</i>	<i>Permitted Sign Structure</i>	<i>Max. Sign Height</i>	<i>Maximum Sign Face Area</i>	<i>Number of Signs</i>	<i>Location/ Minimum Setback</i>	<i>Duration</i>	<i>Additional Regulations</i>
Banner	Attached	NA	0.5 s.f. for every 1 foot of width of building or lease space, but not limited to less than 20 s.f. and not to exceed 60 s.f.	1 per lease space	Attached to the building	15 days, twice per calendar year with a 60 day separation between permits	The width of the sign shall not exceed the storefront width.
Grand Opening Banner	Attached	NA	0.75 s.f. for every 1 foot of width of building or lease space, but not limited to less than 30 s.f. and not to exceed 80 s.f.	1 per street frontage	Attached to the building	15 days. May be displayed one time within 1 year of issuance of CO.	Permitted in addition to the two banner permits allowed in a calendar year. The width of the sign shall not exceed the storefront width.
Special Purpose Sign	Attached or ground	9 feet for ground signs	64 s.f.; 32 s.f. per sign face	5 off-site signs and 1 on-site sign	At or behind the property line; not to be placed on public ROW.	21 days, must be removed within 3 days after termination of event. No more than twice a year.	For events sponsored by non-profit and civic organizations. The angle for V-shaped signs shall not exceed 90 degrees.
Parks and Recreation Banner	Attached or ground	NA	72 sq.ft. (maximum)	3 per public park	Cannot be placed within any public R-O-W	15 days per permit, with a total of 2 permits approved consecutively	All banners in public parks shall be approved by the Community Services Department prior to application submittal to the Planning Department.
Light Pole Banners	Attached	NA	10 sq. ft. per sign face	1 per light pole	NA	<b>As approved by City Council.</b>	All light pole banners shall be approved by the appropriate utility company prior to consideration by City Council. Light pole banners shall be limited to publicize community-wide events, holiday celebrations, public art, and other city sponsored events.
Sandwich Board Signs	NA	4 feet	8 s.f.	1 per lease space	Permitted only on sidewalks along Main Streets and internal driveways.	Sign shall be removed every day after the business is closed.	<ul style="list-style-type: none"> <li>● Sign may not exceed 2 feet in width.</li> <li>● A minimum of 4 feet of sidewalk shall remain clear.</li> <li>● Chalkboards may be used for daily changing of messages. No readerboards may be used.</li> </ul>
New Construction For Sale/ Leasing Sign	Attached or ground ( <i>temporary</i> )	5 feet for ground signs	Ground Signs: 64 s.f.; 32 s.f. per sign face for all non-residential zoning districts.	1 ground sign per site per street frontage and one window sign shall also be allowed per lease space for commercial properties, not to exceed 10% of the window area.	At or behind the property line; not to be placed on public ROW.	Permit may be issued only after approval of building permit and shall be removed one year after erection of the sign.	