



Sign Permit Application – MONUMENT SIGNS

Tenant/Business Name	Installation Address
Applicant Name	Phone No.

SIGN COMPANY

Company Name	Contact Name		
Address	City	State	Zip
Phone No.	Email		

ELECTRICAL CONTRACTOR (for illuminated signs only)

Contractor	Phone No.
License Holder	License No

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

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

<input type="checkbox"/> Business Sign	<input type="checkbox"/> Menuboard	<input type="checkbox"/> Subdivision Entry	<input type="checkbox"/> Bulletin Board	<input type="checkbox"/> Directory
<input type="checkbox"/> Institutional	<input type="checkbox"/> Gasoline Pricing	<input type="checkbox"/> Directional	<input type="checkbox"/> Non-Food Service Drive Through	

SIGN DETAILS

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

NOTE: Monument Signs Require Foundation Pre Pour and /or Pre-Installation and Final Inspection

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: _____ Date: _____	(For Office Use) Sign Permit No. _____
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Table 6: Monument Signs for Businesses

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. A monument sign width cannot exceed 2 times (2x) the allowable sign height
7. Illuminated, internal, backlit or externally lit address numbers are required on business monument signs and shall be located within the top 20% of the sign structure. Address numbers must be a minimum of 8 inches in height along freeways and regional boulevards and a minimum of 6 inches in height on all other streets. If the area of the address number is 5 square feet or less, the area will not count toward the maximum sign face area.
8. 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.
9. Logos shall not exceed 25% of the area of the sign panel.
10. For signs with multiple sign panels, the background color for all sign panels on the sign shall be consistent.
11. A monument tenant sign panel will be limited to one tenant name on a monument sign panel.

Table 6: Monument Signs for Businesses

Street Typology	Number of Signs	Maximum Total Height (feet)	Maximum Height of sign face	Maximum width	Maximum Sign Face Area (square feet)	Maximum Number of Sign Panels	Minimum Required Setbacks
Freeways (S.H. 114)	1 per every 500 feet of highway frontage with a maximum of 2	12 feet	10 feet	24 ft.	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	16 ft.	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	13 feet	100 s.f. (total) and 50 s.f. per sign face	6	10 feet

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Table 7: Special Monument Sign Standards

<i>Sign Type</i>	<i>Maximum Sign Height</i>	<i>Maximum Sign Face Area</i>	<i>Maximum Sign Structure Area</i>	<i>Number of Signs</i>	<i>Location</i>	<i>Illumination</i>	<i>Additional regulations</i>
1. Menuboard	8 ft.	50 sf	72 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 masonry sign structure or material matching the building must completely surround sign face. All menuboard signage must be located within the sign structure and sign face. Additional sign attachments are not permitted.
2. 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 sign structure or material matching the building must completely 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.
3. 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.
4. Bulletin Board	6 feet	18 s.f.; only one face allowed per sign	30 s.f.	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. Sign may be a ground sign or a monument sign.



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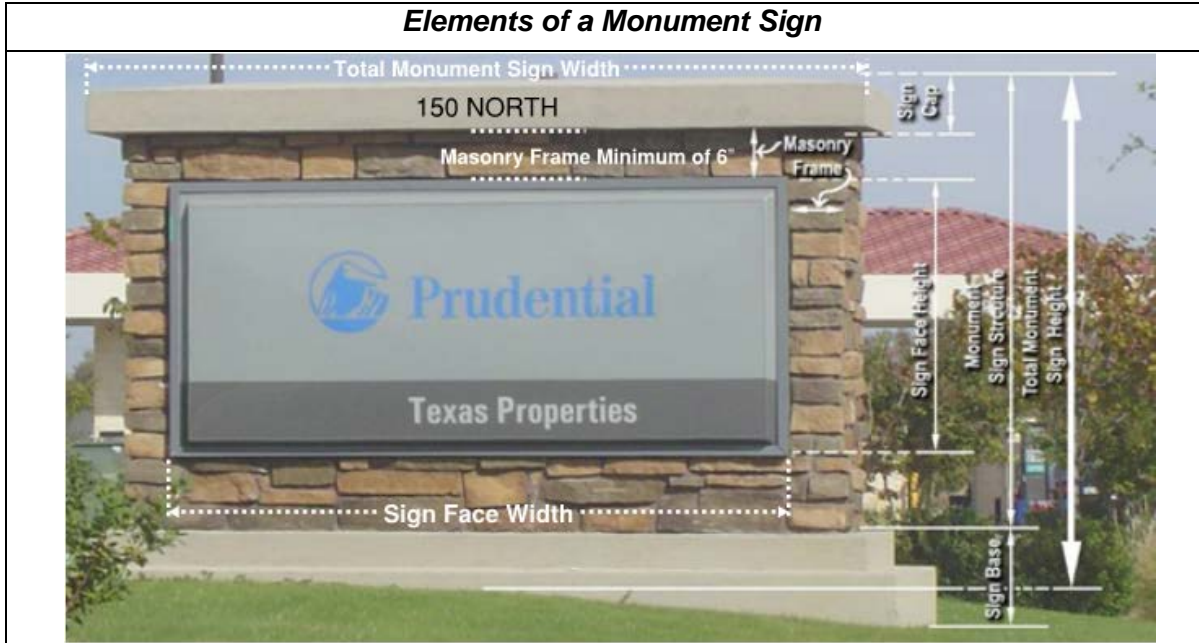
Sign Type	Maximum Sign Height	Maximum Sign Face Area	Maximum Sign Structure Area	Number of Signs	Location	Illumination	Additional regulations
5. Directory	Total Height: 6'6" Base: 18" Sign Face: 4' Sign Structure: 5'	50 s.f. per sign face; 100 s.f. per sign	70 s.f.	One sign per street entrance.	Minimum of 75 feet from drive entrance at ROW.	Ground lighting where the light itself and supporting structure are not visible from public ROW. Internal lighting may be utilized for sculpted aluminum panels.	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.
6. 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	Ground lighting where the light itself and supporting structure are not visible from public ROW. Internal lighting may be utilized for sculpted aluminum panels.	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 masonry sign structure or material matching the building must completely surround sign face.
7. 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 masonry sign structure or material matching the building must completely surround sign face if the sign is visible from the street right-of-way. If not visible from the right-of-way, a minimum of 6 inches of sign structure must completely surround sign face. No temporary ground signs shall be permitted; sign structure must be attached to the ground.

*Two attached signs per street entrance or one monument sign per street entrance



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Elements of a Monument Sign



Sign Panel

