



FOR OFFICE USE ONLY	
CASE NO.:	_____
DATE SUBMITTED:	_____
TIME:	_____
STAFF:	_____
BUILDING:	_____

## SIGN PERMIT APPLICATION

*In lieu of this application, sign permits requested*

- As part of a Banner Permit shall use the Banner Application.
- As part of a Grand Opening Sign Permit shall use the Grand Opening Sign Permit Application.
- As part of a Special Event Permit shall use the Special Event Permit Application.

**TYPE OF SIGN** (check all that apply):

Attached   
  Development Sign   
  Freestanding   
  Other\*: \_\_\_\_\_

\*Please see the Sign Permit Checklist to assist with submittal requirements.

**MINIMUM SUBMITTAL REQUIREMENTS:**

Sign Permit Fee and Plan Review Fee. **(Refer to the Planning and Development Fee Schedule for all applicable fees)**

\$61.26 Contractor Registration Fee and complete Application for Contractor Registration (if applicable). A sign permit will not be issued without a contractor registered with the City of College Station.

Application completed in full. This application form provided by the City of College Station must be used and may not be adjusted or altered. Please attach pages if additional information is provided.

For Attached Signs:

One (1) copy of all proposed and existing sign graphics.

One (1) copy of the sign placement elevation(s).

For Development and Freestanding Signs:

One (1) copy of the site plan.

One (1) copy of the sign graphic.

One (1) copy of the sign placement elevation (if applicable).

Consent of all property owners within building plot (if applicable).

One (1) set of Footing/Pier Foundation & Structural Framing Plans (if sign is over 10ft in height)

Color samples (if applicable).

**NOTES:** A sign in the Wolf Pen Creek zoning district must be approved through the Design Review Board Wolf Pen Creek Development Review Application process before the Sign Application will be considered. A sign in the College Station Business Center must be approved by the College Station Business Center Advisory Review Board before the Sign Application can be approved.

Flags, Home Occupation Signs, Real Estate/Finance/Construction Signs, Subdivision Markers, and Vehicle Signs must meet the requirements of the Unified Development Ordinance, but are not required to receive approvals through the application and permitting process.

Building plots with over 75 linear feet of frontage are allowed one Freestanding sign. A Sign Application will not be approved without the consent of all property owners within a building plot, as identified on the development plat or approved site plan.

NAME OF PROJECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Current zoning \_\_\_\_\_ Present use of property \_\_\_\_\_

APPLICANT / PROJECT MANAGER'S INFORMATION (Primary contact for the project):

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

CONTRACTOR'S INFORMATION:

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

ELECTRICIAN (if any signage included as part of this application qualifies as an electrical sign - neon gas tubing, freestanding electrical signs, attached electrical signs, etc.) \_\_\_\_\_

DESCRIPTION OF ELECTRICAL WORK:

**ATTACHED SIGNS:**

Length of all public entry facade of the building \_\_\_\_\_

Area of proposed sign \_\_\_\_\_

Area of all existing attached signs \_\_\_\_\_

**FREESTANDING SIGNS:**

Length of frontage (along longer roadway if more than one) \_\_\_\_\_

Distance from the curb to the front edge of the proposed sign \_\_\_\_\_

Height \_\_\_\_\_ Area \_\_\_\_\_

*If there is more than one property owner within the building plot, all owners must sign the application acknowledging that one freestanding sign is permitted per building plot.*

**DEVELOPMENT SIGNS:**

Classification of adjacent ROW \_\_\_\_\_

Distance from the curb to the front edge of the proposed sign \_\_\_\_\_

Height \_\_\_\_\_ Area \_\_\_\_\_

*The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.*

\_\_\_\_\_  
Signature and title

\_\_\_\_\_  
Date

## SIGN PERMIT CHECKLIST

*See the Unified Development Ordinance for specific regulations*

- NOTE:**
- If attached, area identification signs and fuel price signs shall provide the information required of attached signs.
  - If freestanding, area identification signs and fuel price signs shall provide the information required of freestanding signs.
  - Apartment/condominium/manufactured home park identification signs, directional traffic control signs, low profile signs, and roof signs shall provide the information required of freestanding signs.
  - Projection signs shall provide the information required of attached signs.

### Attached Signs

- Sign graphics for proposed and existing signs, to scale.
  - Sign dimensions.
  - Square footages. The area of an attached sign is the area enclosed by the minimum imaginary rectangle of vertical and horizontal lines that fully contain all extremities.
- Sign placement elevations(s), to scale.
  - Pictures or graphics that show where signs are to be placed.
  - Signs shall be mounted parallel to the face of a building.
  - Signs cannot exceed the top of the building.
  - Signs shall not be located with public road ROW of the State of Texas or the City of College Station.
  - Signs shall not obstruct any window, door, stairway, or other opening intended for ingress or for needed ventilation or light.
- Color samples required for signage in:
  - The (WPC) Wolf Pen Creek zoning district. Must be proposed as approved by the Design Review Board.
  - The (OV) Corridor Overlay district. The requirement for one sign color matching a predominant color on the building must be met on the face of the sign - not on the raceway or returns.
  - The College Station Business Center.

### Development Signs

- Sign graphic, to scale.
  - Sign dimensions.
  - Square footages. The area of an attached sign is the area enclosed by the minimum imaginary rectangle of vertical and horizontal lines that fully contain all extremities.
- Site plan, to scale.
  - Location of sign.
  - Distance from curb to front edge of sign.
  - Classification of adjacent right-of-way.

## Freestanding signs

1.  Sign graphic, to scale.
  - Sign dimensions.
  - Square footages. The area of an attached sign is the area enclosed by the minimum imaginary rectangle of vertical and horizontal lines which fully contain all extremities.
2.  Site plan, to scale.
  - Building plot identification (if applicable).
  - Location of sign(s).
  - Length of frontage.
  - Distance from curb to front edge of sign(s).
  - If in an OV district, height of building must be identified (or height of closest building if in building plot).
  - Property acreage (if relevant).
  - If a subdivision sign, landscaping and irrigation plans must also be shown.
3.  Color samples required for signage in:
  - The (WPC) Wolf Pen Creek zoning district. Must be proposed as approved by the Design Review Board.
  - The (OV) Corridor Overlay district.
  - The College Station Business Center.
4.  Sign placement elevations(s), to scale.
  - Only required for signs in The College Station Business Center.
  - May be pictures or graphics that show where signs are placed on the building and where all current signs are on the building.
5.  Consent of all property owners within the building plot.