



CITY OF COLLEGE STATION
Home of Texas A&M University*

SIGN PERMIT CHECKLIST

See the Unified Development Ordinance for specific regulations

Attached Signs

1. 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.
2. 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.
3. Color samples required for signage in:
 - The College Station Business Center.

Development 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 that fully contain all extremities.
2. Site plan, to scale.
 - Location of sign.
 - Distance from curb to front edge of sign.
 - Classification of adjacent right-of-way.
3. Sign placement elevations(s), to scale.
 - May be pictures or graphics that show where signs are placed on the building and where all current signs are on the building.
4. Footing/Pier Foundation and Structural Framing Plans if sign is over 10 ft in height.
5. Consent of all property owners within the building plot.

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 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.
6. Footing/Pier Foundation and Structural Framing Plans if sign is over 10 ft in height.

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.
- 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.