



# Temporary Sign Packet

### **Section 101: Submission Requirements.**

The following items shall be provided in order to begin completeness review, as applicable based on the types of signage:

- A. Submittal of appropriate filing fees for the application. **Banner signs inside the historic district are \$25.00, Banners outside the historic district and all other signs are \$50.00.**
- B. Copy of the application with all information completely filled out and all applicable signatures.
- C. Site plan showing scale and north arrow, sight triangles, buildings, structures, distances of signs from historic district, residential district or uses, and signs on sidewalks shall specify open distance around signage.
- D. Schematics showing types of signage and general description of structural design, construction materials, height, width, lettering, perimeter and area dimensions (by square footage), storefront linear footage, means of support.

One (1) of each item shall be submitted in electronic format to [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us)

### **Section 102: Submittal Review.**

This review is conducted by the Sign Administrator and may include other City Staff as necessary based on the types of signage with the application. This type of review will determine whether all items have been submitted, the proposed signage meets applicable Code requirements and any other agreements that have been approved by the City and the property owner. The City shall have ten (10) business days to review for applicable requirements. If the Administrator determines additional information is needed, the applicant will be sent notice of the deficiency with appropriate references to the application, City Code requirements, or other agreements. One (1) copy of any additional information must be submitted for review to the City and it shall have ten (10) business days to review the additional information. This cycle continues until all comments and issues have been resolved by the applicant to the City's satisfaction.

### **Section 103: Issuance of Sign Permit.**

After all comments and issues have been addressed through the submittal review, the City shall issue a sign permit to the applicant. **No signage can be placed until this permit has been issued by the City. Placement of signage without a permit may result in a fine which would need to be paid before the permit could be issued for the sign.** Permits shall be valid for timeframes as approved by the City.

### **Section 104: Final Inspection.**

A final inspection may need to be completed after installation of all approved signs, check with the City for verification. **Inspection fees for signs are \$25.00.** This inspection must be called into the City from the information in the footer or an email sent to [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us) indicating which signs are to be inspected and the physical address. **Any discrepancies between the approved plans and physical sign may result in mandated removal of the signage and/or fines.**

# TEMPORARY SIGN PERMIT APPLICATION

Date: \_\_\_\_\_

## SITE INFORMATION

Project Address: \_\_\_\_\_

Parcel Identification Number (if no address): \_\_\_\_\_

## APPLICANT

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_; Phone Number: \_\_\_\_\_

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law.

_____	_____	_____
<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>

## BUSINESS OWNER / TENANT

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_; Phone Number: \_\_\_\_\_

## PROPERTY OWNER/ MANAGER CONSENT

I have reviewed and approved this sign request.

_____	_____	_____
<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>

E-Mail Address: \_\_\_\_\_; Phone Number: \_\_\_\_\_



**TYPES OF SIGNS (circle all that apply)**

Banner	Construction	Farm Product	Seasonal
Sidewalk	Special Event	String Pennant	Other

Date of Installation: \_\_\_\_\_ Date of Removal: \_\_\_\_\_

If any temporary sign is not removed by the expiration of the appropriate time limit, the City may remove it and charge the costs of removal to the individual or enterprise responsible.

**FOR OFFICE USE ONLY**

Application Received	Date: _____	
<hr/>		
	Approved: _____	Denied: _____
Department Consideration	Date: _____	Date: _____
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