



# Master Sign Plan Packet

### Section 101: Submission Requirements.

**This can only be allowed for non-residential development on a minimum of ten (10) acres of land.**

All schematics shall be drawn in accordance with the 2006 International Building Code Standards as adopted by the city. 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. **New plans are \$300.00. + 115% for any City third-party review, as needed; plan modifications are \$150.00 + 115% for any City third-party review, as needed**
- B. Copy of the application with all information completely filled out and all applicable signatures.
- C. Information related to registration of trademark with the United States Patent and Trademark Office and/or Texas Secretary of State.
- D. Narrative indicate the request and the types of signage to be allowed in accordance with Section 32
- E. Site plan showing scale and north arrow, lot size, lot frontage along roadway, location of all signs on the property in relation to lot lines, sight triangles, setbacks, all buildings (including gross building floor area), all structures, sidewalks, streets, rights-of-way, internal drives, intersections, distances from other freestanding signs on neighboring properties, distances of freestanding signs above and below roof lines, distances of freestanding signs from historic district and residential district or uses.
- F. Schematics showing types of signage and general description of structural design, wiring diagrams, construction materials, height, width, lettering, perimeter and area dimensions (by square footage), means of support, method of illumination (may require separate electrical permit). Additional information as follows based on specific signage:
  1. Wall signs must also provide distance from façade, building linear frontage, and height above sidewalk.
  2. Window signs must also show area of coverage in percentage on the window.
  3. Awning or canopy signs must indicate the length of the awning or canopy.
  4. Projecting signs must also provide height above sidewalks and show exact placement on building in relation to the second-floor windowsill or cornice line of the building.

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: Completeness Review.

Once items have been submitted to the City, it shall have ten (10) business days to review for completeness. Completeness shall be determined by the Sign Administrator reviewing all items submitted under Section 101 and verifying all applicable items are present. If the Administrator determines it complete under this review then it moves to a submittal review. If the Administrator determines it is incomplete, the applicant will be sent notice of the deficiency with appropriate references to this application and/or City Code requirements.

**Section 103: Submittal Review.**

After the application is determined complete then the items will go through a 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 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 104: City Council Consideration (Action).**

Once all submittal comments have been fully addressed or the applicant has made it to the third (3<sup>rd</sup>) submittal review, the item shall be scheduled for the next readily available City Council meeting for a consideration (action). This shall be conducted through City Administration.

**Section 105: Modification to Approved Plans.**

Any modification to an approved master signage plan shall follow the same steps outlined in these instructions. City Council consideration shall only be for the items proposed for change including additions or deletions from the plans.

## MASTER SIGN PLAN APPLICATION

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

### SITE INFORMATION

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

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

### APPLICANT / SIGN CONTRACTOR

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.

\_\_\_\_\_  
Signature Printed Name Date

### PROPERTY OWNER / MANAGER CONSENT

I have reviewed and approved this master sign plan request.

\_\_\_\_\_  
Signature Printed Name Date

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

### FOR OFFICE USE ONLY

Application Received Date: \_\_\_\_\_

Set for City Council Date: \_\_\_\_\_



310 North Main Street  
P.O. Box 591  
Elgin, Texas, 78621



(512) 281-0119



www.elgintx.com

# MASTER SIGN PLAN APPLICATION

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

## SITE INFORMATION

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

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

## APPLICANT / SIGN CONTRACTOR

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.

\_\_\_\_\_  
Signature Printed Name Date

## PROPERTY OWNER / MANAGER CONSENT

I have reviewed and approved this master sign plan request.

\_\_\_\_\_  
Signature Printed Name Date

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

## FOR OFFICE USE ONLY

Application Received Date: \_\_\_\_\_

Set for City Council Date: \_\_\_\_\_



310 North Main Street  
P.O. Box 591  
Elgin, Texas, 78621



(512) 281-0119



www.elgintx.com