



**CITY OF HORSESHOE BAY**  
 1 Community Drive  
 P.O. Box 7765  
 Horseshoe Bay, Tx 78657  
 830-598-9959

**DEVELOPMENT SERVICES DEPARTMENT**  
 DEVELOPMENT PROJECTS/PERMITS/INSPECTIONS  
 PLATTING/PLANNING & ZONING/BOARD OF ADJUSTMENT  
 CODE ENFORCEMENT

**Sign Permit Application**  
**(Completed checklist must be submitted with application)**

**Project address:** \_\_\_\_\_ **Lot #** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Builder's Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Type of Sign	_____ Permanent Sign for single and multiple family projects	Fee \$ 300.00	_____
	_____ Commercial Sign	\$ 300.00	_____
	_____ Construction Identification Sign	\$ 300.00	_____
	_____ Directional	\$ 300.00	_____
	_____ Monument	\$ 300.00	_____
	_____ Construction Control Sign	\$ 30.00	_____
	_____ Wall Signs	\$ 300.00	_____
	_____ Exempt Sign	\$ 300.00	_____

Application for Sign Variance \$ 300.00 \_\_\_\_\_

**Revocation of Permit:**

The City may revoke any permit where there has been a violation of the provisions of this ordinance or a misrepresentation of facts on the permit application.

**Number, Date and Voltage:**

Every permitted Sign or other advertising structure must display in a conspicuous place the date of erection, the permit number and the voltage of any electrical apparatus used.

**Changes:**

After a Sign permit has been issued, it shall be unlawful to change, modify, alter, or otherwise deviate from the terms and conditions of said Sign permit without prior approval by the Development Services Manager.

Are all checklist requirements being supplied? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, please explain: \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Builder's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_



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Code Enforcement

## Exhibit A

### Sign Permit Application Checklist

\_\_\_\_\_ Sign Package provided identifying all anticipated signage on the property, including the overall Sign design philosophy, the interrelationship of styles, as well as all shapes, sizes, illuminations and materials intended to be used in the signage displays. All Sign Package elements shall be developed in the spirit of the appropriate subdivision's Architectural Committee's guidelines and policies.

\_\_\_\_\_ If Applicant is not the owner of real property where Sign is proposed to be erected, written consent of the property owner.

\_\_\_\_\_ Location of building, structure, address or legal lot and block to which or upon which the Sign is to be attached or erected.

\_\_\_\_\_ A site plan indicating position of the proposed Sign and other existing advertising structures in relation to nearby buildings or structures, north arrow, and scale of drawing, property lines, curb lines, adjacent streets, alleys, curb cuts and setbacks.

\_\_\_\_\_ Copy of stress diagrams or plans, when needed, containing information as to safety and structural integrity of the Signs. Note the City assumes no liability for safety and structural integrity.

\_\_\_\_\_ Indicate whether the sign will require electricity.

\_\_\_\_\_ Copy of permit approved by Texas Department of Transportation, Texas Transportation Commission or successor agencies if state law requires a state permit.

\_\_\_\_\_ Written approval of the Architectural Committee, Declarant or Amenity owner (as required by the applicable Declaration of Reservations and /or Covenants, Conditions and Restrictions) of the appropriate subdivision.

\_\_\_\_\_ Other information as the City requests to show full compliance with this Ordinance and all other standards of the City of Horseshoe Bay.