

INSTRUCTIONS PAGE

1. PRINT THESE FORMS IN FULL COLOR ENSURING THAT THE PAGE SIZE IS "LEGAL" (8.5" X 14").
2. THE FOLOWING TWO PAGES MUST BE FILLED OUT TO THEIR ENTIRETY. LEAVING BLANK ONLY THE GREEN FIELDS.
3. ONCE THE FORMS ARE COMPLETED SCAN AND SAVE THE TWO PAGES OF THE APPLICATION IN FULL SIZE WITH A RESOLUTION OF AT LEAST 300 DPI.
4. ONCE YOU HAVE SCANNED AND SAVE BOTH PAGES YOU CAN SEND THEM IN .JPG OR PDF FORMAT TO dgarrett@cityofandrews.org

IF IT IS RECEIVED NOT TO SCALE OR WITH DECENT RESOLUTION THE CITY WILL CONTACT THE APPLICANT ONCE TO REPAIR AND RESEND THE FORMS.

5. IN THE SAME EMAIL THE CITY ASKS THAT ALL PLANS AND PERTINENT FORMS BE INCLUDED AS SEPARATE ATTACHMENTS.

IF THE APPLICANT IS UNABLE TO REPAIR THE FORM SIZE, RESOLUTION, OR SCALE THE CITY WILL REQUIRE THE APPLICANT TO FILL THE FORMS OUT IN PERSON.

↓ FORMS ↓

PROJECT-PROP ID #																			
DATE APPROVED																			



SIGN APPLICATION/PERMIT

NOT A PERMIT UNLESS SIGNED BY THE ISSUING INSPECTOR

111 LOGSDON ST. ANDREWS, TEXAS 79714

(432)523-4820

PROJECT

BUSINESS NAME: _____

ADDRESS: _____

LOCATION: CITY LIMITS ETJ COMMERCIAL CENTRAL BUSINESS LOCAL RETAIL SPECIFIC USE INDUSTRIAL

ZONING CLASSIFICATION (SECTION 5.9):

SIGN TYPE:
 TEMPORARY _____ DAYS REQUESTED PERMANENT

*2 SETS OF PLANS DRAWN TO SCALE MUST BE SUBMITTED TO THE CITY. SECTION 5.3 & 5.4
 *ROOF MOUNTED SIGNS, FREE STANDING SIGNS TALLER THAN 10 FEET, OR MORE THAN 50 SQ.FT. MUST BE ENGINEERED. SECTION 5.5

APPLICANT

APPLICANT NAME: _____

RESIDENCE ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

APPLICANTS PHONE NUMBER 1: - -

APPLICANTS PHONE NUMBER 2: - -

APPLICANTS EMAIL: _____

PROPERTY OWNER

PROPERTY OWNERS NAME: _____

PROPERTY OWNERS ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

PROPERTY OWNERS PHONE NUMBER 1: - -

PROPERTY OWNERS PHONE NUMBER 2: - -

By signing below, I the property owner consent to the signage listed on the reverse of this page. I furthermore understand that if the business of the applicant ceases to exist at this location I will be responsible for the removal of such signage, if the applicant does not remove them.

PROPERTY OWNERS CONSENT: _____ DATE: _____
PROPERTY OWNERS SIGNATURE

SIGN ERECTION CONTRACTOR

CONTRACTORS

CONTRACTOR: _____

CONTRACTORS OFFICE ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

CONTRACTORS PHONE NUMBER 1: - -

CONTRACTORS PHONE NUMBER 2: - -

ELECTRICAL CONTRACTOR

TCEL MASTER# _____ ELECTRICIAN: _____

ELECTRICIANS OFFICE ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

ELECTRICIANS PHONE NUMBER 1: - -

ELECTRICIANS PHONE NUMBER 2: - -

Section 8: Permit Fees

Every applicant, before being granted a permit hereunder, shall pay to the City of Andrews the appropriate sign erection permit fee as set forth in the fee schedule found in Exhibit "A" (Fee Schedule) of this ordinance.

Exhibit "A" FEE SCHEDULE

Sign Erection Permit-----\$100 for initial sign and \$25 for each additional sign within a 60 day period.

Temporary Sign Permit-----\$50 per sign per occurrence.

Electrical Permit-----\$25 per project (project being each instance of signs being erected). Each project can contain up to 5 permitted signs.

FRONT

SIGN APPLICATION/PERMIT

NOT A PERMIT UNLESS SIGNED BY THE ISSUING INSPECTOR

SIGN CODES (USE FOR SIGN TYPE IN THE BOXES BELOW)

AW=AWNING	AT=ATTACHED	CM=CHANGEABLE MESSAGE	DT=DETACHED	OSD=ON-SITE DIRECTIONAL (ENTRANCE/EXIT ONLY)
MN=MONUMENT	RF=ROOF	UC=UNDERCANOPY	W=WINDOW	B=BANNER (TEMPORARY USE)
DM=DIRECTIONAL MESSAGE BOARD (TEMPORARY USE)	P=PENNANTS (TEMPORARY USE)	*TEMPORARY USE SIGNS MUST NOT DISPLAY LONGER THAN THE TIME SPECIFIED.		

SIGNS REQUESTED	SIGN A <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING ELECTRICAL: <input type="checkbox"/> YES <input type="checkbox"/> NO SIGN TYPE _____ WIDTH: FT _____ IN _____ HEIGHT: FT _____ IN _____ SQ.FT: FT _____ IN _____ MESSAGE ON SIGN: _____ _____ _____ _____ _____	SIGN B <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING ELECTRICAL: <input type="checkbox"/> YES <input type="checkbox"/> NO SIGN TYPE _____ WIDTH: FT _____ IN _____ HEIGHT: FT _____ IN _____ SQ.FT: FT _____ IN _____ MESSAGE ON SIGN: _____ _____ _____ _____ _____	SIGN C <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING ELECTRICAL: <input type="checkbox"/> YES <input type="checkbox"/> NO SIGN TYPE _____ WIDTH: FT _____ IN _____ HEIGHT: FT _____ IN _____ SQ.FT: FT _____ IN _____ MESSAGE ON SIGN: _____ _____ _____ _____ _____	SIGN D <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING ELECTRICAL: <input type="checkbox"/> YES <input type="checkbox"/> NO SIGN TYPE _____ WIDTH: FT _____ IN _____ HEIGHT: FT _____ IN _____ SQ.FT: FT _____ IN _____ MESSAGE ON SIGN: _____ _____ _____ _____ _____
	OFFICIAL USE ONLY	OFFICIAL USE ONLY	OFFICIAL USE ONLY	OFFICIAL USE ONLY
	PERMIT FEE	PERMIT FEE	PERMIT FEE	PERMIT FEE
	\$ _____	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> TEMPORARY USE ONLY DATE TO BE REMOVED _____/_____/_____	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> TEMPORARY USE ONLY DATE TO BE REMOVED _____/_____/_____	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> TEMPORARY USE ONLY DATE TO BE REMOVED _____/_____/_____	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> TEMPORARY USE ONLY DATE TO BE REMOVED _____/_____/_____	

Section 4: Permit Required

It shall be unlawful for any person to erect, repair, alter/modify, or relocate within the City of Andrews, any sign as defined in this ordinance, except as may be authorized in Section 16, Exemptions, without first obtaining a sign erection permit from the Inspector and making payment of the fee required by Section 8, Permit Fees, herein. All illuminated signs shall, in addition, be subject to the provisions of the electrical code, and the permit fees required there under. All signs located within the "Highway Control Zone" shall be subject to the provisions of the Texas Highway Beautification Act ("Outdoor Advertising Signs"), and a Texas Department of Transportation (TxDOT) license shall be required prior to issuance of a permit from the City.

Section 5: Application for Sign Erection Permit


Applications for sign erection permits shall be made upon forms provided by the Inspector, and shall contain (or have attached thereto) the following information:

- 5.1 Name, address and telephone number of the applicant(s).
- 5.2 Location of building, structure or lot to which or upon which the sign or other advertising structure is to be attached or erected.
- 5.3 Two (2) sets of plans (drawn to scale) shall be submitted showing the sign location in relation to nearby buildings or structures, signs, property/right-of-way lines, driveways, public streets, fences and sidewalks.
- 5.4 Two (2) sets (e.g., blueprints) of the plans (drawn to scale) and specifications showing method of construction, method of attachment to the building or ground, size, type, height, construction materials, and such other information as the Inspector may require.
- 5.5 Copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and ordinances of the City. Plans shall include a registered engineer's seal for wall signs, roof-mounted signs, or free-standing signs of fifty (50) square feet or larger and ten (10) feet or more in height.
- 5.6 Name of person, firm, corporation, or association erecting structure.
- 5.7 Written consent of the owner of the building, structure or land to which or upon which the sign structure is to be erected.
- 5.8 Any electrical permits required and issued for said sign (if applicable).
- 5.9 Zoning classification of the property.
- 5.10 Such other information as the Inspector shall require to show full compliance with this and all other laws and ordinances of the City.
- 5.11 The Inspector may require plans to be prepared by a registered professional engineer or architect.

Section 10: Permit Revocable at Any Time

All rights and privileges acquired under the provisions of this ordinance, or any amendment thereto, are mere licenses revocable at any time by the board of appeals, and all such permits shall contain this provision. Any sign for which a permit is revoked shall be deemed a nonconforming sign.

I THE APPLICANT UNDERSTAND THAT THIS IS AN APPLICATION FOR A PERMIT AND ATTEST THAT ALL OF THE INFORMATION GIVEN IS FACTUAL AND ACCURATE. I ALSO AGREE TO COMPLY WITH THE SIGN REGULATIONS OF THE CITY OF ANDREWS ONCE THE PERMIT IS ISSUED.

APPLICANT SIGNATURE  _____ DATE _____

UPON INSPECTORS SIGNATURE THIS APPLICATION SHALL BE CONSIDERED THE SIGN PERMIT AND COPY SHALL BE KEPT ON SITE FOR REVIEW AT THE PROPERTY OF SIGN ERECTION.

OFFICIAL USE ONLY DO NOT SIGN UNLESS PERMIT IS APPROVED	
(INSPECTORS SIGNATURE) _____	DATE _____

BACK