OFF-PREMISE, FREESTANDING SIGN PERMIT APPLICATION FORM

Updated: October, 2019

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
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<tbody>
<tr>
<td>Sign Owner’s Name</td>
</tr>
<tr>
<td>Mailing Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Total # Signs Owned</td>
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PROPERTY INFORMATION

Address of Sign / Description if no Address: __________________________________________________

Legal Description: Lot _________ Block ___________ Subdivision ____________________________

Zoning District: ____________________ Tax ID #: R____________________ □ City Limits □ ETJ

Existing Use / Principle Structure on Property: □ Yes ______________________________ □ No

DESCRIPTION OF REQUEST

Number of Sign Faces: □ One □ Two □ Other: _________ Contract Value: $____________

Description of off-premise sign(s) being removed:

City Registration Number: _____________ Sign Area: _____________ Sign Height: _______________
City Registration Number: _____________ Sign Area: _____________ Sign Height: _______________
City Registration Number: _____________ Sign Area: _____________ Sign Height: _______________

AUTHORIZATION

I understand work on the sign must commence within 90 days of issuance of this permit. I certify the truthfulness of all the information in and attached to this request. I understand that if any of the information provided is incorrect the permit may be revoked.

I UNDERSTAND THAT A FOOTING INSPECTION IS REQUIRED AND I MUST CALL 512-805-2630 ONE BUSINESS DAY IN ADVANCE TO SCHEDULE THE REQUIRED INSPECTION

Applicant's Signature: ________________________________ Date: ______________
Printed Name: _______________________________________

Filing Fee $296 Technology Fee $13 TOTAL COST $309
# CHECKLIST FOR OFF-PREMISE SIGN PERMIT APPLICATION

<table>
<thead>
<tr>
<th>Items Required for Complete Submittal</th>
<th>Staff Verification &amp; Comments</th>
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</thead>
<tbody>
<tr>
<td>□ Completed Application for Off-Premise Sign Permit</td>
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</tr>
<tr>
<td>□ Filing Fee: $296</td>
<td></td>
</tr>
<tr>
<td>Technology Fee: $13</td>
<td></td>
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<tr>
<td>□ Authorization to represent the property owner, if the applicant is not the owner</td>
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<tr>
<td>□ Sign Detail Information Sheet</td>
<td></td>
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<tr>
<td>□ Sketch of proposed sign showing dimensions</td>
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</table>
| □ Scaled site plan including proposed sign, easements, driveways, property lines, existing signs on premise and on the same side of the road, power lines, streets and site triangle on corner lots  
  *Must include dimensions from the sign to the property lines, driveways and street intersections if a corner lot |                               |
| □ Detailed foundation plan & Engineering certification of structural integrity if over 25 ft. in height |                               |
| □ Location approval from electric utility provider if other than San Marcos Electric Utility for signs over 6 ft. |                               |
| □ Copy of City registration form(s) for sign(s) being removed            |                               |
| □ Copy of TxDOT permit, if applicable                                    |                               |
| □ Copy of electrical permit, if applicable                               |                               |
| □ For a transfer of sign ownership – please provide the City Sign Registration ID#, Name, Address and Phone number for both the Previous and New owner |                               |
| **Additional information may be required at the request of the Department** |                               |

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: ____________________________  Date: ____________________________
Print Name: __________________________________________________________________________

[ ] Engineer    [ ] Architect/Planner    [ ] Surveyor    [ ] Owner    [ ] Agent
SIGN DETAIL INFORMATION SHEET

SIGN STATUS:  □ New  □ Structural Alteration  □ Relocation

DIMENSIONS (sign face): ____________________     AREA (1 side only): __________ sq. ft

MATERIAL: __________________________________________________________________

HEIGHT: ground to bottom of face ___________     ground to top of face ___________

EXISTING freestanding signs: number, height & area: ________________________________

SUPPORT STRUCTURE description: _________________________________________________

TxDOT Permit # & Date Issued: __________________________________________________

SITE INFO (also indicate on site plan): Is proposed location marked on site? □ Yes  □ No

# of driveway(s) __________     distance from sign base to driveway(s) ______________

# of street frontage(s) __________     distance from nearest edge of sign to property line(s)

Distance to exposed power line(s) _______________

Distance to nearest Existing Off-Premise sign on the same side of the street: ____________

ILLUMINATION type proposed: ____________________

ELECTRICAL required?  □ Yes  □ No     NAME OF ELECTRICIAN: ____________________

SIGN CONTRACTOR & LICENSE #: ________________________________________________
## OFF-PREMISE FREESTANDING SIGN CODE SUMMARY

### CAP & REPLACE

- The total square footage of off-premise signs in the city is limited to the total number of off-premise signs registered by September 30, 2003.
- To erect a new off-premise sign, one or more existing off-premise signs with a total area equal to or greater than the new sign must be removed.
- If an applicant currently owns any nonconforming signs (signs that do not meet the current regulations), the removed sign(s) must be conforming.
- Signs cannot be removed from within the IH-35 corridor and replaced outside the IH-35 corridor.

### LOCATION / SETBACKS

- Signs are allowed only along the following corridors: State Highways 21, 80, and 123, Loop 82 from MLK Drive to IH-35, RM 12 (Hopkins St) from Thorpe Ln to IH-35.
- Signs along IH-35 corridor must have a minimum distance from the nearest off-premise sign on the same side of the highway of 1,500 feet.
- Signs not along IH-35 corridor are subject to a minimum spacing of 500 feet within the city limits and 750 feet in the ETJ.
- Signs are not allowed on property zoned Residential.
- Any off-premise sign must be at least 10 feet from all property lines.

### DIMENSIONS

- New signs not along IH-35 corridor must not exceed the height of the sign or signs removed.
- New signs along IH-35 must not exceed 42½ feet from the base.
- No sign shall exceed 42½ feet.
- No sign with an area less than 75 square feet shall exceed 25 feet.
- The maximum area for a new sign is 480 square feet or the total area of the sign or signs removed, whichever is less.

### OTHER:

- A maximum of two sign faces, front and back, are allowed.
- Double-stacked or side-by-side signs are not allowed.
- If a sign(s) is not along IH-35, then off-premise signs located on a premise with an existing principal structure or use are subject to on-premise sign requirements.

### THIS SUMMARY DOES NOT INCLUDE ALL REGULATIONS APPLICABLE TO OFF-PREMISE SIGNS.

For more information please contact the Planning & Development Services Department at 512-805-2630.