

## Sign Permit

Applicant Name: \_\_\_\_\_ Permit # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Location of Sign: \_\_\_\_\_

Check Type:	Description of Sign:	Dimensions:
<input type="checkbox"/> New	<input type="checkbox"/> Wall	_____ Height
<input type="checkbox"/> Replacement	<input type="checkbox"/> Banner	
<input type="checkbox"/> Addition	<input type="checkbox"/> Monument	
<input type="checkbox"/> Repair	<input type="checkbox"/> Lighted	_____ Width
<input type="checkbox"/> Political	<input type="checkbox"/> Non-lighted	
<input type="checkbox"/> Temporary		

**Description of sign construction materials:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\* Please attach a drawing of the sign on the property, include all structures, distances from those structures and property lines. \*\*\***

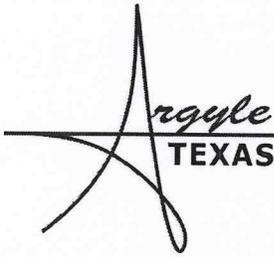
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Approval

\_\_\_\_\_  
Date

**Notes:** \_\_\_\_\_  
\_\_\_\_\_



## **Bureau Veritas Contact Information**

### **Permit Submittal**

The permit documents and fees will be submitted to the Town of Argyle. Submittal documents should be complete to expedite plan review and permit issuance. Please contact Town Staff for a complete list of permit submittal requirements.

### **Plan Review**

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plan Review Department for the status of your permit at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775.

### **Inspection Requests**

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday -- Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection line: (817) 335-8111 or (972) 980-8401  
Inspection FAX line: (817) 335-8110 or (972) 980-8400  
Toll Free number: (877) 837-8775  
Toll Free FAX line: (877) 837-8859

### **Field Inspections**

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**

TOWN DEVELOPMENT STANDARDS
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**ARTICLE IV SIGN REGULATIONS****PART 1. Generally****SECTION 14.4.1 Objectives and Purpose**

The principal objectives and purpose of this article of the Code of Ordinances are to:

1. Provide a reasonable system for the control of signs within the Town of Argyle and its extraterritorial jurisdiction (ETJ);
2. Encourage signs which are well designed and pleasing in appearance;
3. Encourage a desirable urban character compatible with the general environment of the Town and the ETJ, which has a minimum of overhead and visual clutter;
4. Enhance the economic value of the community through location and design of signs;
5. Provide for signs the principal purpose of which will be to furnish information necessary for business and commerce;
6. Reduce possible traffic and safety hazards through good signage; and
7. Provide for proper sign area and height with relation to viewing distance and other circumstances.

**SECTION 14.4.2 Unlawful Signs**

A. Posting on public places, public property, and public buildings. It shall be unlawful for any person to post, suspend, print, stick, stamp, tack, or otherwise affix, or cause the same to be done, any notice, placard, bill, card, poster, sticker, banner, sign, advertising, or other device calculated to attract the attention of the public to, over, or upon any street right-of-way (including the parkway except for address signs), public sidewalk, curb (except house numbers), lamppost, hydrant, tree, electric light pole, telephone pole, or telegraph pole, or upon any fixture of the alarm systems, telephone systems or similar or related systems involving governmental or public service of the Town, or upon any public building or utility. (This subsection is not applicable to public convenience, safety and regulatory signs erected by local, state or federal government.) No sign may pose a traffic hazard.

B. Posting on private premises without consent. It shall be unlawful for any person to post, print, stick, stamp, tack, or otherwise affix, or cause the same to be done, any notice, placard, bill, card, poster, sticker, banner, sign, advertising, or other device calculated to attract the attention of the public over or on private land, or to, at, from, or upon any post, fence, wall, building, structure, or any part of any building or structure located in or upon any private premises or property within the Town, unless the written consent of the owner, agent, or occupant has first been obtained.

C. Posting on poles, trees and public signs. A sign shall not be supported in whole or in part from any public utility installation, on any tree, whether on public or private premises, or from any sign or sign post maintained by any governmental entity. This provision shall not include signs on private residential property for decorative purposes.

D. Flags. Flags denoting a purely commercial message or constituting mere advertising shall not be allowed. (See Sec. 14.4.10, Flags)

E. Flashing signs. It shall be unlawful, unless specifically allowed within this ordinance, for any person to erect or install any sign which, in whole or in part, moves, rotates, flashes, reflects, blinks, or appears to do any of the foregoing, or which

simulates motion in any manner. For the purposes of this article, examples of moving signs shall include but are not limited to the following: banners, pennants, flags, captive balloons, market quotations, signs which are constructed of or faced with Scotchlite or similar material, signs which change color, and signs where the intensity of lighting changes, or appears to change, including flashers and blinkers. This does not pertain to changeable text on menu boards, fuel price signs, message areas of institutional signs, time or temperature recording devices and clocks.

F. Movable Text signs. Signs with movable or scrolling type shall not be allowed unless specifically allowed within this ordinance.

G. Neon signs. Outside exposed neon or other gas-filled luminous tube signs or neon signs located outside the building and clearly visible [from the] street frontage.

H. Certain construction signs. Construction signs, as defined herein, or any other signs which may identify a contractor, subcontractor or other party connected with the project, in addition to any other restrictions concerning such signs, shall not be permitted on or near the construction site on fences, or on dumpsters. Name, logo and/or contact information of company providing service is required on dumpsters and portable toilets.

I. Off-premises signs (billboards and other off-premises signs). Signs identifying, advertising or directing the public to a business, merchandise, service, residential area, entertainment or commercial activity which is located, sold, rented, based, produced, manufactured, furnished or taking place at a location other than on the property or site where the sign is located shall not be allowed, except as otherwise stated in this ordinance. This provision is not intended to prohibit overhead ranch style entry signs located on the same or an immediate adjacent parcel that provides ingress and egress to the site, lot or tract and which the applicant has either title or easement rights to.

J. Signs projecting above buildings. Signs shall not be erected or installed on the roof of any building, and no sign shall extend above the roof of any building to which it is attached.

K. Signs inside building. Signs, excluding "window signs," located inside any building or structure and attached to any window or opening with the sign copy visible from the outside or otherwise so located so as to be visible and readable without intentional and deliberate effort from outside the building or structure.

L. Signs on vehicles and trailers. Signs on vehicles or trailers advertising a business, service or product are prohibited from parking more than 24 hours at a single location. This provision shall not include the usual parking of work vehicles at a private residence in required off-street parking areas. Rolling billboards on trucks or trailers shall be prohibited from parking anytime within Town limits or ETJ except for those associated with a special event.

#### **SECTION 14.4.3 Violations in or on Public Property; Confiscation of Signs**

If any sign of any nature is erected, constructed or maintained on public property in violation of this chapter, including but not limited to garage sales, community-wide sales, real estate signs, lawn care signs, agricultural signs, or any other type of service or sales such signs shall be subject to the following:

- A. The sign may be subject to confiscation by Town personnel.
  - 1. Confiscated signs will be retained for a period of seven (7) calendar days from the date of confiscation;
  - 2. Confiscated signs may be reclaimed by the owner within the seven-day retention period provided that an administrative fee of fifty dollars (\$50.00) is paid.
- B. When any address appears on such sign, it shall be prima facie evidence that the record property owner at the address so specified is responsible for the offense of erecting, constructing or maintaining such sign, and that person shall be guilty of a misdemeanor, upon conviction; and

C. If such a sign contains no identifying information other than a telephone number, such information shall be prima facie evidence that the record property owner at the telephone number so specified is responsible for the offense of erecting, constructing or maintaining such sign, and that person shall be guilty of a misdemeanor, upon conviction.

(Ordinance 2010-01, sec. 3, adopted 1/12/10)

#### **SECTION 14.4.4 Appeals and Special Exceptions**

##### **B. [A.] Appeals**

1. The Board of Adjustment of the Town (created pursuant to the Town's zoning ordinance) may hear and decide appeals which allege error in any order, requirement, decision, or determination made by the Building Official, Town Manager or his representative in connection with the refusal to grant a permit required by this article or revocation of a permit granted under the provisions of this article; (Ordinance 2010-01, sec. 3, adopted 1/12/10; Ordinance 2010-17, sec. 2, adopted 10/26/10)
2. The Board of Adjustment shall act as a quasi-judicial body;
3. Prior to the Board of Adjustment meeting, notice shall be provided in writing to all property owners within two hundred (200) feet of property on which a sign is proposed to be erected;
4. The decision of the Board of Adjustment shall be final.

##### **B. Special Exceptions**

1. The Town Council, with a recommendation from the Planning and Zoning Commission may consider a request for a special exception to this article when submitted by the owner or owners of a particular, clearly defined, and identifiable commercial or retail area. Such request shall be made through the site plan process and by a plan that shall provide such details and specifications as the commission may reasonably require, including information with respect to ownership of the land and proposed lighting, type, location, and size of signs. Special exceptions for signs associated with existing developments shall be considered as part of a site plan amendment application. If, in the opinion of the Planning and Zoning Commission, such exception will result in the signage appearance of the area being beneficial to the public health, safety and general welfare and in the interest of the Town, said commission shall recommend to the Town Council that a special exception be granted for such area permitting signs in accordance with the plan or program submitted to the Commission. The decision of the Town Council shall be final.

#### **SECTION 14.4.5 Exposed Electrical Appurtenances**

No exposed visible electrical conduits, raceways, circuit breakers or other exposed electrical appurtenances shall be allowed, except as may be required by applicable law.

#### **SECTION 14.4.6 Nonconforming Signs**

Signs not in violation of any ordinance of the Town at the time of the erection of same, which were intended to be and which are permanent from the consideration of their location, material, design and type of construction, and which do not constitute a hazard to public safety or a nuisance, but which do not conform to the requirements of this article, may be maintained and may be replaced or re-erected with a "no cost" permit if destroyed by fire, vandalism, windstorm, normal wear and tear, other natural forces or events beyond the control of the owner. If any such sign is:

- A. Dismantled;
- B. Removed; or

C. Destroyed other than by fire, vandalism, windstorm, normal wear and tear, other natural forces or events beyond the control of the owner;

it shall not be replaced, re-erected or rebuilt without a permit and in accordance with the provisions of this article.

(Ordinance 2010-01, sec. 3, adopted 1/12/10)

#### **SECTION 14.4.7 Removal or Repair of Dangerous or Abandoned Signs**

A. Any sign, or any part thereof, which was not erected and is not maintained in accordance with the design and construction requirements contained or referred to in this article, unless exempted from such requirements, or any sign or any part thereof which is liable to fall down and/or endanger persons or property, or is a fire hazard, or is a dangerous structure which is located within this Town or its extraterritorial jurisdiction, or any sign or part thereof which, from age, neglect or faulty construction, becomes dangerous or dilapidated, or any sign that is abandoned as defined by this article, shall be deemed to be a public nuisance, and, upon complaint being made to the Town Manager or designee, such public nuisance shall be abated, as hereinafter provided.

B. All signs or parts thereof or related structures which:

1. Are not maintained or were not erected in accordance with the design and construction requirements of this article;
2. Are structurally unsafe;
3. Constitute a fire hazard;
4. Are otherwise dangerous to human life;
5. Are abandoned for 90 days; or
6. Separately or in relation to the use of other existing property constitute a hazard to safety, health or general public welfare by reason of inadequate maintenance or dilapidation or obsolescence, or abandonment;
7. Are declared to be dangerous structures and the same shall be a public nuisance, and upon complaint being made to the Town Manager or designee shall be abated, repaired, rehabilitated, demolished or removed in accordance with the procedure specified in this section, which shall be in addition to any other procedures or remedies available to the Town for enforcement of the provisions of this article.

C. Any resident of the Town, or any employee of the Town who observes any public nuisance defined in this section, may make a complaint about such nuisance to the Town Manager or designee of the Town.

D. The Town Manager or his representative shall observe and examine every sign or portion thereof upon which such complaint has been made, and, if found to be a public nuisance as defined in this section, the Town Manager or designee shall give the owner and occupant of the premises where such sign is located written notices stating the defects and objections along with the violations with respect to which such complaint has been made. Such notices shall be sent to the owner and occupant by delivering such notice in person or sending such notice by registered or certified mail to the occupant at the premises and to the address of the owner according to the tax rolls of the Town, and shall require the owner and/or occupant to commence the required removal or improvement or repairs within three (3) days from the date such notice is delivered or deposited in the mail. Such notice shall also require that all work to eliminate the violation shall be completed within thirty (30) days from the date of such notice unless otherwise stipulated by the Town Manager or designee.

E. In case the owner and/or occupant shall fail, neglect or refuse to comply with said notice, to take the action described in such notice, or appeal therefrom within five (5) days, the Town Manager or designee may file a complaint with the

Town court charging the owner and/or occupant of such structure or premises with a violation of this section.

F. The Town Manager or designee may, in the alternative, notify the Board of Adjustment of the Town of the complaint and the fact that the owner and/or occupant has failed, neglected or refused to comply with the requirements set forth in said notice. The Board of Adjustment shall, after notice to the owner or occupant of the premises where the sign is erected, hold a public hearing for the purpose of determining whether such sign is a nuisance and, if determined to be a nuisance, what action should be taken to abate such nuisance. The Board of Adjustment shall set the time for such public hearing, and give written notice by delivering same in person or by mailing notice by registered or certified mail to the addresses referred to above of the owner and occupant, respectively, of said premises at least ten (10) days before the date of such hearing, and the Board of Adjustment will give such other and further notice of such hearing that may be required by the laws of the state.

G. At the conclusion of the hearing referred to, the Board of Adjustment may order the Town Manager or designee to proceed with the work or other action specified in such notice, or may grant additional time for the owner or occupant of the premises to effect the repairs or take such other action as may be specified in such notice or may render such other order which may seem necessary and proper. In the event the Town Manager or designee is directed to repair, dismantle or remove any sign from the premises, the cost of such work shall be paid by the owner and/or occupant of said property, and if not paid shall be levied as a tax against said property which shall become immediately due. In the event that the owner and occupant are not one and the same person or party and both have been properly notified hereunder, such persons or parties shall be jointly and severally liable for the costs referred to.

H. If the owner or occupant of the premises as to which complaint has been filed shall appear before the Board of Adjustment, no further notice or order of the Board of Adjustment made at such hearing shall be required to be furnished to said owner or occupant. In the event the owner and/or occupant of said premises fails to appear at said public hearing, the Board of Adjustment may order the Town Manager or designee to proceed with the work or other action specified in the notice, and levy the cost of such work as a tax against the premises as indicated, and in that event a copy of the order of the Board of Adjustment shall be delivered to the owner or occupant of said premises in person or by certified mail or registered mail to the occupant at the premises and to the owner according to the tax rolls of the Town, and by publication of a copy of such order, at least one time, in the publication which is designated as the official publication of the Town.

I. Upon the expiration of thirty (30) calendar days after a copy of the order of the Board of Adjustment has been delivered or mailed and published as required above, the Town Manager or designee shall proceed to carry out the work called for by the order of the Board of Adjustment and the cost of such work shall be levied as a tax against the premises and the owner and/or occupant thereof, which shall be and become immediately due.

(Ordinance 2010-01, sec. 3, adopted 1/12/10; Ordinance 2010-17, sec. 2, adopted 10/26/10)

J. In the event that both the owner and the occupant of the premises shall fail or refuse to discharge the expense incurred in correcting the violation of this section within thirty (30) days after receiving notice to pay such amount, or within thirty (30) days after such notice is published, whichever is later, the Town may bring an action in any court having jurisdiction to recover the expenses and costs which were assessed against the owner or occupant of such premises by the Board of Adjustment.

#### **SECTION 14.4.8 Construction/Development Signs**

A. Residential. One temporary on-site development sign promoting a coming residential development is allowed with a permit. The permit is valid for 90 days prior to the submittal of development plans for the project. The sign may remain on the property for the duration of infrastructure construction and shall be removed once the Town has accepted the subdivision. Two temporary off-site construction or development sign[s] not to exceed thirty-two square feet (32') shall be permitted for residential subdivisions with off-site property owner permission. Developers may have the temporary off-site development signs until eighty percent (80%) of the lots in the advertised subdivision are built on or within one year. A renewal permit is required if the sign remains for longer than one year. A sign permit is required for all temporary off-site construction and development signs.

B. Nonresidential. One temporary on-site development sign promoting a coming business or development is allowed with a permit. The permit is valid for 90 days prior to the submittal of development plans for the project. The sign may remain on the property for the duration of construction and shall be removed prior to the issuance of a Certificate of Occupancy. Temporary signs during construction advertising builder, contractor, architect or lending institution are allowed but shall be removed immediately following the completion of the construction.

C. Sign area is regulated by Table A Temporary Signage.



Off-site Residential Development/Construction Signs

#### SECTION 14.4.9 Real Estate Signs

Signs shall not be placed upon any vacant lot on which business is not being conducted or on unimproved property, except signs dealing exclusively with the sale or lease of such property, subject to any and all of the regulations applicable thereto and further subject to the following restrictions:

- A. Such signs shall not be lighted or illuminated; and
- B. Such signs shall be located not less than five feet (5') from the property line.
- C. Such signs shall not exceed six (6) square feet in area and no more than four (4) feet in height on developed residential property and shall not exceed thirty-two (32) square feet and no more than six (6) feet in height for undeveloped or nonresidential property. Post and bracket style signs shall be allowed at a maximum of five feet (5') in height.
- D. Only one (1) sign for each four hundred (400) feet of frontage on developed residential properties and only one sign for each 1,200 feet of undeveloped or nonresidential property.
- E. A sign permit is not required for real estate signs.

#### SECTION 14.4.10 Flags

Subject to all other provisions of this article, flags shall be permitted as follows:

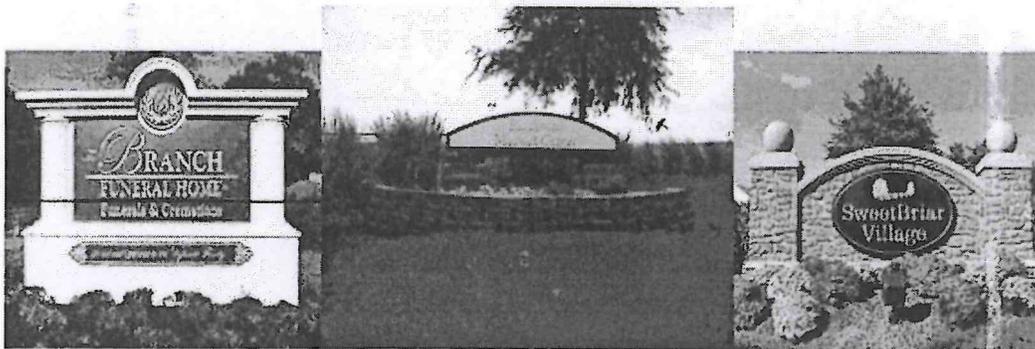
- A. Flags representing a governmental body or entity, an institution or corporation are permitted in all districts except that each flag shall not exceed sixty (60) square feet in area and 50 feet in height in nonresidential areas; and thirty-six (36) square feet in area and no more than thirty-five (35) feet in height in residential areas. Extended height request may be made through the site plan process.
- B. No more than three (3) flags shall be flown per site.

- C. Sign area is regulated by Table B Permanent Signage

**SECTION 14.4.11 Ground and Monument Signs**

Subject to all other provisions of this article, ground and monument signs shall be permitted as follows:

- A. Ground monument signs are permitted in all nonresidential and multifamily zoning districts.
- B. Detached monument signs may be internally or externally illuminated in nonresidential districts and shall be located on premise. Monument signs for permitted uses in residential districts shall be externally illuminated if lighted.
- C. Ground or monument signs may have no more than two sign faces.
- D. The sign structure should be architecturally designed and incorporate design details, materials, and colors of the associated buildings.
- E. Monument signs should include a landscaping element.
- F. All signs must be set back at least (5) five feet from the property line
- G. Leasing information on ground or monument signs is allowed for up to one year after construction completion.
- H. Sign area is regulated by Table B Permanent Signage



Ground and Monument Signs

### SECTION 14.4.12 Overhang Signs and Awning Signs

Subject to all other provisions of this article, overhang or awning signs shall be permitted as follows:

- A. The overhang or awning may not extend beyond four (4) feet from the wall of the building.
- B. The permitted building or business identification sign for the site may be painted or stitched on the projecting extension if an awning, or painted on or affixed as individual letters to a projecting overhang.
- C. Letters, numbers and graphics shall not exceed twenty-four inches (24") in height nor more than twelve (12) square feet in area. No letters, numbers or graphics or any part of a sign may extend above the vertical portion of the projecting extension.
- D. Letters, numbers or graphics not exceeding twelve inches (12") in height nor more than six (6) square feet in area may extend below the projecting overhang or awning on the portion of such that is perpendicular to the wall.
- E. No more than one sign face per side of each overhang or awning shall be permitted and no more than a total of two sign faces shall be permitted on any overhang or awning.
- F. No wood, paper, cloth, or temporary signs shall be hung or attached to an overhang or awning.
- G. Fabric used on awnings shall be opaque and treated to be fire resistant.
- H. If lighting is provided within the awning, no graphics portion (lettering, logos and/or numbering) may be incised with translucent fabric.
- I. Existing nonconforming awning signs, if structurally sound, may be refaced/ refabricated provided the new material meets all of the above requirements.
- J. Sign area is regulated by Table B Permanent Signage.



Awning Sign

Overhang Sign

### SECTION 14.4.13 Projecting Signs

Subject to all other provisions of this article, projecting signs shall be permitted as follows:

- A. The signs shall not exceed eight (8) square feet in area and four (4) inches in thickness.
- B. The sign shall be erected at least eight feet (8') above grade and shall project no more than four (4) feet

from the building.

C. Signs shall be mounted or erected at the midpoint of the street frontage of the business and/or the side wall of such business if it abuts a public street other than the one faced by the principal entrance of the business.

D. Only one projecting sign per ground floor business shall be allowed, except one additional sign may be permitted for a business located above the ground floor but which has its primary entrance directly to the ground floor. Said sign shall be located directly over the entrance to the upstairs business.

E. Projecting signs may be constructed of metal, wood or fiberglass with a matte finish.

F. Sign area is regulated by Table B Permanent Signage



Projecting Sign

#### SECTION 14.4.14 Wall Signs

Subject to all other provisions of this article, wall signs shall be permitted as follows:

A. Signs painted on the wall of a building may be considered on a case-by-case basis in conjunction with a site plan application.

B. Signs may be composed solely of individual letters provided that no portion thereof shall extend more than eight inches (8") from the wall or building or structure to which it is attached where the sign is eight feet (8') or more above grade, or more than three inches (3") from such wall where the sign is less than eight feet (8') above grade.

C. Signs other than those painted on a wall or composed solely of individual letters may be permitted subject to the following regulations:

1. If internally illuminated, the sign shall be constructed of metal with a matte finish including all faces, sides, backs and frames, with individually incised letters backed with Plexiglas, and shall not extend more than eight inches (8") from the wall to which it is attached.

2. If not internally illuminated, the sign shall be constructed of wood, metal with a matte finish, or fiberglass with a matte finish, and shall not extend more than three inches (3") from the wall to which it is attached.

3. Wall signs less than eight feet (8') above the grade shall not be illuminated.

4. Wall signs shall be placed on a wall [and] shall generally be parallel to the facing or abutting street.

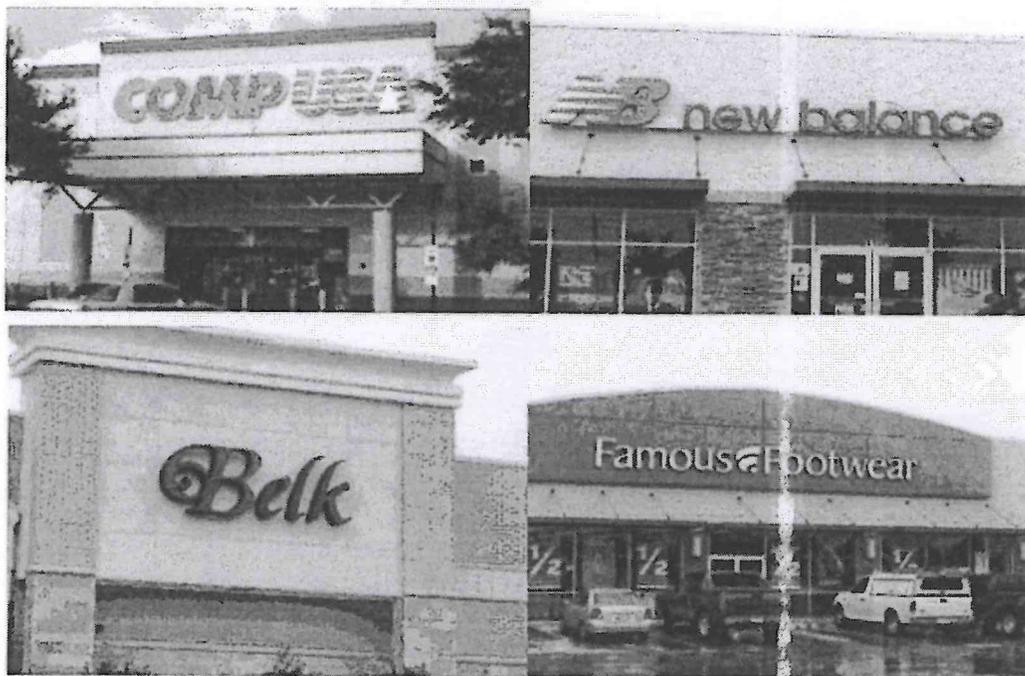
5. No more than one (1) sign per building face or more than two (2) per site that are clearly visible to a public street shall be permitted for single-tenant buildings. Corner tenants in a multi-tenant building shall

be permitted one (1) sign per wall face.

D. The primary tenant of a multi-tenant office building is allowed on wall sign. Wall signage for all other tenants shall be approved in conjunction with a site plan application.

E. Wall murals shall be considered on a case-by-case basis in conjunction with a site plan or amended site plan application. The applicant must provide a scaled color illustration of the proposed wall mural on the building elevation on which it is proposed. The Town Council, with a recommendation from the Planning and Zoning Commission, shall determine if the size and character of the mural is consistent with surrounding development and the recommendations of the Comprehensive Plan. The decision of the Town Council shall be final.

F. Sign area is regulated by Table B Permanent Signage.



Wall Signs

#### SECTION 14.4.15 Large-Scale Development Signs

A. A sign package for a large-scale retail, office or mixed-use development, also referred to as Centers Developments in the Comprehensive Plan, shall be approved as part of a site plan application.

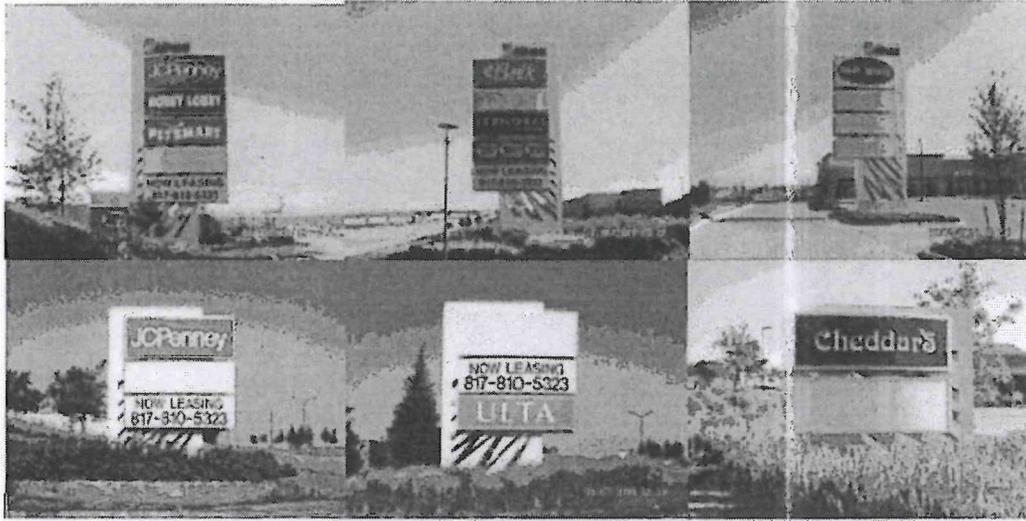
[B. Reserved]

C. A large-scale development or Centers Development must contain at least two buildings totaling at least 50,000 square feet to qualify for a special sign package approval.

D. The sign package shall reflect the design, materials and character of the buildings of the development.

E. A special sign package is limited to large-scale developments with frontage on I-35W, U.S. Hwy. 377, FM 407 or other major arterials that intersect with these highways.

F. The maximum ground or monument sign size allowances are listed in Table B - Permanent Signage.



Examples of Sign Package for Large-Scale Development or Centers Development

#### SECTION 14.4.16 Institutional Signs

Subject to all other provisions of this article, institutional signs shall be permitted as follows:

A. Signs relating to schools, churches, hospitals, universities or similar institutions (and individual buildings comprising these institutions) may be wall signs or ground monument signs meeting the applicable requirements of this article. Institutional signs may consist of LED (light-emitting diode) or digital signs designed as ground monument signs. Such signs require site plan amendment approval by staff. The effective area of the LED display may not exceed twenty (20) square feet. Hours of operation of the LED display may be specified at the time of site plan application.

B. Scoreboards on school or university athletic fields not exceeding thirty feet (30') in height or four hundred (400) square feet in area. Large video screens are allowed as part of the scoreboard.

C. Scoreboards shall face and be illuminated only in the direction of the athletic field, and shall be constructed and illuminated in accordance with applicable provisions of this article.

D. A portable scoreboard may be used to score sports activities for children in public parks, and on school grounds, provided such scoreboard can be transported and set up by a single person, is lighted only by its internal battery, is illuminated only in the direction of the athletic field, does not exceed three feet (3') in height plus wheels and stand or four feet in width or seven inches in depth, and does not contain any part which moves, rotates, flashes, reflects, blinks, or appears to do any of the foregoing or which simulates motion in any manner. A permit is not required.

E. A permit shall be required for all other institutional signs.

F. Sign area is regulated by Table C Additional Signage

#### SECTION 14.4.17 Special Event Signs

Notwithstanding other provisions of this article, signs, bunting, flags, banners and other decorations which would otherwise be in violation of this article may be permitted on a temporary basis for seasonal events, special occasions or local civic or community projects subject to the following requirements:

A. All special event signage requires a sign permit.

- B. The sign permit shall be valid forty-eight (48) hours before the event and must be removed within twelve (12) hours after the end of the event.
- C. One banner a maximum of thirty-six (36) square feet is allowed per site for special events. A maximum of three (3) events per calendar year is allowed for a maximum of 30 days per event in addition to a grand opening. A minimum of 30 days must separate each special event.
- D. Large inflatable balloons greater than 8 feet in height shall be allowed as part of the grand opening of a business and may also be permitted for a maximum of three special events per calendar year for a duration not to exceed seventy-two (72) hours.
- E. Community-wide special events and festivals are allowed multiple banners on-site during the event. A maximum of twelve (12) off-site directional signs a maximum of six (6) square feet are allowed on private property up to 48 hours before the event.

#### SECTION 14.4.18 Theater Signs

Subject to all other provisions of this article, theater signs shall be permitted as follows:

- A. Signs shall be allowed on permanent, fixed marquees.
- B. Size and location of such signs shall be determined at time of site plan approval.
- C. For the purposes of a theater, a product or service sign may include the name of the production, the names of the people associated with the production (such as stars, producer, director, etc.) the type of performance (such as premiere, reserved, seat, etc.) the duration of the production and the time of the performances.
- D. If a production is not in progress, a product or service sign may include the name of the next production and the date such production shall be open to the public. Such sign shall not be installed or maintained more than thirty (30) days prior to the date when such production shall be open to the public.
- E. For the purposes of this section, the term "theater" shall include multiple theaters contained in the same building or structure being operated as a single business. In such circumstances, the multiple theaters shall be deemed to be only one "theater."
- F. Sign area is regulated by Table C Additional Signage



Theater Marquee Sign

#### SECTION 14.4.19 Window Signs

Subject to all other provisions of this article, inside building signs shall be permitted as follows:

- A. Signs located inside a building or structure and not otherwise excluded from the definition of a sign shall not obstruct more than twenty-five percent (25%) of the view or light through an opening of a building or comprise more than twenty-five percent (25%) of the glass frontage.
- B. Temporary signs for goods, services, rentals, or sales are not on physical display to the public, information concerning such goods, services, rentals, or sales may be indicated by temporary signs, may consist of ten (10) percent of the building frontage of the business and provided that the total of all signs of all types inside buildings or on windows or glass frontage does not exceed twenty-five percent (25%) of the glass frontage area.
- C. Neon "open" signs shall be allowed in windows with a maximum area of four (4) square feet.
- D. Sign area is regulated by Table B Permanent Signage



Window Sign

#### SECTION 14.4.20 Agricultural Signs

A sign may be allowed advertising for sale crops such as hay, locally grown crops/produce produced on subject property, or livestock for sale on properties where such activities are legally allowed, and subject to the following:

- A. Only one sign shall be allowed per product sold.
- B. All signs shall be on-premises only.
- C. All signs shall not exceed forty-eight (48) square feet in area cumulative.
- D. The height of each sign shall not exceed six feet (6').
- E. Signs shall be constructed of a durable wood or metal material and printed in a neat and legible manner.
- F. A permit is not required.

#### SECTION 14.4.21 Political Signs

Subject to all other provisions of this article, political signs shall be permitted as follows:

- A. Political signs located on private real property as defined by section 216.903 of the Local Government Code, as amended, shall not be subject to this section except for the following provisions:

1. Signs shall not be illuminated.
2. Signs shall not have any moving elements.
3. Signs shall not exceed (36) thirty-six square feet.
4. Signs shall not exceed (8) eight feet in height.
5. Signs shall not be located in any public right-of-way.
6. Signs shall meet all state and federal requirements regarding such signs.
7. Signs may not be placed on public buildings or public property.

B. All other political signs are strictly prohibited.

**SECTIONS 14.4.22–14.4.59 Reserved**

**Part 2 Permit**

**SECTION 14.4.60 Permit**

- A. A permit shall be required for all signs except for those signs which specifically do not require a permit as set out in Section 14.4.61.
- B. Electrical permits shall be obtained for all lighted, illuminated or any sign using electricity.
- C. Building permits shall be required for all sign structures.

(Ordinance 2010-01, sec. 3, adopted 1/12/10)

**SECTION 14.4.61 Signs Not Requiring Permits**

The following signs shall not require a permit, but shall be subject to all other requirements of this article even though a permit shall not be required therefore [therefor]:

- A. Garage sale, estate sale and lost pet signs shall be allowed without permits subject to the following requirements:
  1. One (1) sign is allowed to be located on the premise[s] having the sale.
  2. Signs shall not exceed two (2) square feet in area.
  3. Signs shall include the date of posting.
  4. Signs shall not be placed in public rights-of-way, including but not limited to public parks, public facilities and public open spaces.
  5. Signs shall not create traffic hazards and shall not impair corner visibility of intersections of public streets, driveways, and alleys.
  6. Garage and estate sale signs shall be allowed from one (1) day (24 hours) prior to the period during which any sale is actually occurring until the last day, and removed within twelve (12) hours after the

conclusion of the sale, but in no case for more than three (3) consecutive days.

7. Community-wide/subdivision wide garage sales are allowed one (1) banner or sign not exceeding thirty-two (32) square feet to be located at the subdivision entrance forty-eight (48) hours prior to the event which shall be removed Sunday night immediately following the event. The address and phone number of the person (subdivision) conducting the garage sale or estate sale shall be printed on said sign (s).

8. Other garage sale regulations are found in Section 14.3.71-15.

9. Lost pets signs shall be allowed for the period during which such pet remains lost, but not to exceed fifteen (15) days.

B. Real estate signs not exceeding (6) six square feet in area and no more than (4) four feet high on developed residential property and not to exceed (32) thirty-two square feet or (6) six feet in height for undeveloped or nonresidential property. Only (1) one sign for each 400 feet of frontage on developed residential properties and only one sign for each 1,200 feet of undeveloped or nonresidential property;

C. Public notice signs, such as notices to remove weeds;

D. Address and security protection signs;

E. Signs for public safety and convenience or those required for the enforcement of private property rights, such as "entrance," "parking," "no trespassing," or "no parking," provided not more than one (1) of each such sign type is maintained on each street, courtyard, or alley frontage on each site area and provided such signs do not exceed 150 square inches in area in any residential zone or four (4) square feet in any nonresidential zone;

F. Temporary signs applied for in conjunction with an itinerant merchant permit or seasonal permit. Such signs:

1. Shall be on-premises only;
2. Shall be placed only on the private property where the lot is permitted; and
3. Shall not exceed thirty-two (32) square feet in area.
4. No more than one sign per site shall be permitted.

G. Political signs provided that the sign does not have an effective area greater than (36) thirty-six feet, is not more than (8) eight feet high, is not illuminated and has no moving elements, and is not located in the right-of-way.

H. Ball field signs oriented toward the ball field and stands.

I. Lawn decorations in residential districts are exempt for the provision of this ordinance.

J. Fence company signs shall be allowed to be affixed to the fence installed by such company provided that:

1. The fence company sign does not exceed one (1) square-foot in area.
2. The fence company sign shall be placed on the fence only in the rear and/or side yards of the property.

3. No more than one (1) sign allowed for every one-hundred feet (100') of fence and a maximum of four (4) signs per lot, site or tract.

(Ordinance 2010-19, sec. 11, adopted 12/14/10)

#### **SECTION 14.4.62 Application**

Applications for sign permits shall be made in writing upon forms furnished by the Town. Such applications shall include a drawing to scale of the proposed sign, type of material, height[,] dimensions, lighting, all existing signs maintained on the premise and visible from the right-of-ways, a drawing of the lot plan and building facade and dimensions indicating the proposed location of the sign(s), and sign specifications.

#### **SECTION 14.4.63 Inspections and Maintenance**

All signs shall be maintained so as to be structurally safe, clean, and in a good state of maintenance and repair. Signs not properly maintained shall be considered a dangerous and abandoned sign, and shall cause a public nuisance. The Building Official shall inspect, at such times as he deems necessary, signs regulated by this article for the purpose of ascertaining whether the same is secure or insecure, whether it still serves a useful purpose, and whether it is in need of removal or repair.

#### **SECTION 14.4.64 Granting; Revocation**

The Building Official, before granting a permit for the erection, construction, reconstruction, repair, or alteration of any sign, shall determine that the proposed sign conforms to all applicable laws and regulations, including, without limitation, those with respect to design, construction, location and materials. Any such permit may at any time be revoked should any of the provisions of this article be violated.

#### **SECTION 14.4.65 Effect**

The granting of a permit shall not be construed to be a permit for, or an approval of, any violation of the provisions of any law or regulation of the Town.

#### **SECTION 14.4.66 Correction of Violations and Stopping of Work**

The granting of a permit shall not prevent the Building Official from thereafter requiring the correction of errors in the work or from preventing further work being done thereunder when such work is in violation of the provisions of any regulation or law of the Town.

#### **SECTION 14.4.67 Fees**

A. A sign permit shall not become valid until the applicant has paid to the Town the appropriate fee. There shall be no fee for alterations involving only change in copy, content or color.

B. A fee shall not be required for signs for which a permit is not required or for graphics, murals, etchings, or stained or painted glass that does not have a name, mark, logo, symbol or commercial identification attached or associated therewith.

C. Whenever a sign for which a permit is required has been installed, replaced, or altered without first having obtained a permit, a special investigation consisting of inspection of the site, communication with the owner of the property or business and review of necessary records shall be made before a permit may be issued for such work. An investigation fee, equal to two times the sign permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be in addition to the normal sign permit fee. The payment of such investigation fee shall not exempt any person from compliance with all the other provisions of this code nor from any penalty prescribed by law.

#### **SECTION 14.4.68 Reserved**

## SECTION 14.4.69 Table A - Temporary Signage

				Maximum				
Purpose	Permit Required	Districts Allowed	Sign Type	Height	Size	Number	Duration	Additional Requirements
Construction/development	Yes	Residential developments	Ground	7 ft.	32 sf	1 per development	May have signs until eighty percent (80%) of lots in the subdivision are sold or built on or one year.	After building permit has been obtained. May have two temporary off-site development signs.
Construction/development	Yes	Nonresidential, commercial or planned development	Ground	7 ft.	32 sf	1 per development	90 days prior to the submittal of development plans for the project. Shall be removed prior to the issuance of a certificate of occupancy	After building permit has been obtained. May have one temporary off-site development sign.
Political signs	No	All districts	Ground	8 ft.	36 sf		30 days prior and 7 days after voting event	Political signs as defined by Section 216.903 of the Local Government Code, as amended, shall not be subject to the Sign Ordinance except for the maximum heights and sizes in this table, and the following provisions: Signs shall not be illuminated. Signs shall not have any moving elements.
Real estate sign	No	Developed/occupied property - Residential districts	Ground	4 ft.	6 sf	1 per site and/or per 400 foot of frontage		Post and bracket style signs are allowed a maximum of 5 feet in height.
	No	Undeveloped/vacant property - Nonresidential districts	Ground	6 ft.	32 sf	1 per site and/or per 1,200 foot of frontage		
				Maximum				
Purpose	Permit Required	Districts Allowed	Sign Type	Height	Size	Number	Duration	Additional Requirements
Garage sale or estate sale signs	No	Residential - Individual lots	Ground		2 sf	1 sign on the property having the sale	Place 24 hours prior to the sale and removed 12 hours after the sale.	Signs shall not be placed in the public rights-of-way, shall not be placed so as to impair the corner visibility of streets, driveways and public alleys, and are allowed no more than 4 times per year.
	Yes	Residential - Community-wide or subdivision-Wide	Ground		30 sf	Each subdivision entrance		Allowed no more than two weekends per calendar year.
Lost pet signs	No	All districts	Ground		2 sf			Allowed for the period the pet remains lost but not to exceed fifteen days.
Ballfield signs	No	CF	Banner					Must face interior of field.
Signs applied for with an itinerant merchant permit or	Yes	On premises only of permitted lot	Ground		32 sf	1 per site	For duration of itinerant merchant or seasonal permit	Allowed only with itinerant merchant permit or seasonal permit

seasonal permit								
Agricultural sale signs	No	Where such activities are legally allowed, on premises only		6 ft.	48 sf	1 sign per product sold		Sign shall be constructed of durable wood or metal and printed in a neat and legible manner.
Special event signs	Yes	All districts and institutional uses.	Banner Freestanding and other durable materials		36 sf 36 sf	One per site per event. Community-wide events allowed multiple banners on site and a maximum of 12 off-site directional signs max. 6 sq. ft. in area	30 days, three times per year, with more than 30 days separating	Shall not cover any other sign. Special Event signs may be attached to a temporary structure to suspend them above existing monument signage, not more than 3 feet greater in height than existing monument signage. Large inflatable balloons over 8 feet in height permitted for 72 hours with a permit in conjunction with special event.

(Ordinance 2010-01, sec. 3, adopted 1/12/10)

**SECTION 14.4.70 Table B - Permanent Signage**

Sign Type	Permit Required	Districts Allowed	Sign Type	Height above grade	Sign Face	Size	Number	Additional Requirements
Flags	No	Nonresidential, commercial and planned development	Flagpole(s)	50 foot maximum height	60 square feet - See Note		3 Max.	No flag shall encroach over or onto any public right-of-way. Extended height and area request may be made through a site plan.
		Residential	Single flagpole (only) or attached to the primary structure but below the eave line of the lowest roof	35 ft Maximum height	36 square feet		3 Max.	
Security Protection Signs	NO	All				72 square inches in area		
Address Signs	NO	All	Ground, Wall, or Projecting signs	Separate ground sign may not exceed a height of 2 feet.		72 square inches in area		Address signs may be located anywhere on the property. Address signs may be hung from or attached to a lamppost on private property.
Subdivision Entry	YES	Residential or Mixed Use	Monument		18 sf face	24 square feet total including base.	One per entry street into subdivision	Must be approved as part of Site Plan Approval for the Subdivision.
Fence Company Signs	NO	All Districts	Affixed to a fence	Height of fence	1 sf	1 per every 100' of fence. Max 4 per site.		Shall be placed only in the rear and/or side yards of the property.
Type	Construction Materials Allowed	Letter Size, Logo Size		Sign Face and Size	Number	Additional Requirements		
Door signage	Vinyl lettering or individual paper signs	Letters and numbers shall not exceed 3/4" in height. Individual paper signs must be smaller than 1 sf and less than 2 in number.		Maximum 25% Coverage		Shall consist only of Open/Closed signage; hours of operation; business name and address, logo or graphic; and Now Hiring signage.		
Window signage								

General	Vinyl or painted lettering or individual paper signs if smaller than 2 sf and less than 4 in number	Individual paper signs must be smaller than 2 sf and less than 4 in number.	Maximum 25% Coverage		
Business Name sign	Vinyl or painted lettering applied to the glass		Maximum 25% Coverage	One only	
Open Sign	Illuminated LED or neon tube		6 sf	One only	Minimum 8" height.
Type	Construction Materials Allowed	Letter Size, Logo Size	Sign Face and Size	Number	Additional Requirements
Menuboard or Sandwich Board Signs	Wood or chalkboard. No flashing or illuminating signs allowed.	Maximum 4 ft height	4 sf per sign face, 2 sign faces	One only per storefront, and not within 6' of another similar type sign.	Limited to pedestrian oriented areas in retail and commercial areas. On private property only. Shall not encroach upon public right of way, nor shall placement limit any walkway on private property to less than 4' clearance. Cannot pose a safety hazard to persons with visual difficulties and disabilities.
Drive-Through and Accessory [Signs]	Nonresidential	6 ft	32'	2 per lot	The signs shall not face public right-of way that serves the front of the building

**Large-Scale Development (Centers Development) Signs - (Greater than 50,000 sq. ft. and 2 or more buildings; must be approved in conjunction with Site Plan)**

Facing Street	Distance between monument signs	Maximum Monument Sign Height	Additional Requirement
IH-35W	1,000 feet	35 feet	The sign package shall reflect the design, materials and character of the buildings of the development.
US 377 and FM 407	500 feet	20 feet	
Major Arterial street that intersect with the above listed highways	200 feet	15 feet	

**Wall Signage - All wall signs require permits**

Type	Districts Allowed	Height of Installation	Illumination Allowed	Letter Size, Logo Size	Sign Face	Size	Location	
Projecting Signs	Non residential	Minimum 8 feet above grade	No	Projection 4' from the wall to which it is attached.	2 faces allowed, 6 square feet each.	8 square feet in area. Not greater than 4" thick.		Brackets or other suspension devices shall match the sign style and shall not be computed as part of the allowable size of the sign.
Awning and projecting overhang signs	Non residential, may be used for multi-tenant buildings	Minimum 8 feet	Projecting overhang may be externally illuminated	Letters, numbers not to exceed (24") inches in height or no more than 12 sf in area.		Sign may not be more than 8 sf in area.	Signage shall be parallel to a facing public street.	May not have more than one type of awning, projecting, overhang, or wall sign for any business or tenant.
Individually Attached Letter(s)	Non Residential		May be internally illuminated	May project 8" from the wall if > 8' above grade, 3" from wall if < 8' above	Single Occupant < 5,000 sq ft = Max. 24 inches in height and 40 sq. ft.  Single Occupant 5,000 sq ft - 10,000 square feet = 36 inches in height and 60 sq. ft.		Signage shall be parallel to a facing public street.	May not have more than one type of wall sign for any business or building.

					<p>Single Occupant 10,000 sq ft - 20,000 sq ft = 48 inches in height and 80 sq. ft.</p> <p>Single Occupant &gt;20,000 square feet = 60 inches in height and 100 sq. ft.</p> <p>Multi Occupant &lt;10,000 = 1 sign per business not to exceed 30 inches in height.</p> <p>Multi Occupant &gt;10,000 &lt; 25,000 = 1 sign per business not to exceed 36 inches in height.</p> <p>Multi Occupant &gt;25,000 = 1 sign per business not to exceed 42 inches in height.</p>		
Attached Illuminated	Non Residential	Minimum height 8'	Yes	Shall not project more than 3" from wall regardless of height of installation		Signage shall be parallel to a facing public street.	Metal, including all faces, sides, backs and frames, with individually incised letters and/or graphics backed with plexiglass.
Attached Wall Board	Non Residential		No	Shall not project more than 3" from wall regardless of height of installation		Signage shall be parallel to a facing public street.	Painted or vinyl graphics on a signboard, where signboard is wood, metal, or fiberglass. May not have more than one type of wall sign for any business or building.

**Monument Signage - All monument signs require permits**

Locations Allowed	Sign Type	Height Above Grade	Sign Face	Width	Thickness	Number	Building Size = Sign Size and max height	Additional Requirements
Single Tenant Site - One building	Ground (Monument)	Monument: Maximum 6 feet above grade. A berm 6' in height (with slopes < 3:1) may be constructed below the sign structure	80% per face max.	12'	12" (thickness of sign face)	One per street frontage, one additional per 600 feet of frontage	<p>&lt; 5,000 sf = 60 sf &amp; 6'</p> <p>&gt;5,000 &lt;10,000 sf = 70 sf &amp; 8'</p> <p>&gt;10,000 &lt;20,000 sf = 80 sf &amp; 10'</p> <p>over 20,000 sf = 100 sf &amp; 12'</p>	Located at Primary Entrance to the business establishment and visible from the facing street on which the establishment fronts. May advertise the name of the establishment, street address.
Multi-Tenant Site - Multiple buildings within one site or multiple businesses within one building	Primary Ground Monument Sign	Monument: Maximum 6 feet above grade. A berm 6' in height (with slopes < 3:1) may be constructed below the sign structure.	80% per face max.	12'	12" (thickness of sign face)	Same as above	<p>&lt; 5,000 sf = 60 sf &amp; 6'</p> <p>&gt;5,000 &lt;10,000 sf = 75 sf &amp; 9'</p> <p>&gt;10,000 &lt;20,000 sf = 90 sf &amp; 12'</p> <p>over 20,000 sf = 110 sf &amp; 15'</p>	Located at Primary Entrance to the business center and visible from the facing street on which the business center fronts. May advertise the name of the business center, street address, and the individual tenants of the establishment.
	Accessory Ground	No berm allowed.	80% per face max.	9'		Same as above	24 sf, including all pedestals, bases,	Located at an Accessory entrance.

	Monument Sign	Maximum 4 feet above grade.				columns, etc.	
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(Ordinance 2010-19, sec. 12, adopted 12/14/10)

**SECTION 14.4.71 Table C - Additional Signage Allowed for Certain Uses**

Sign Type	Districts Allowed	Sign Type	Height Above Grade	Size	Number	Additional Requirements
Theater sign	All districts where theaters are allowed	Permanent, fixed marquee		Per approved site plan.	One sign face per side and no more than a total of two sign faces on any marquee, or projecting overhang	Not to exceed 10% of the front elevation. May not extend more than 8' from the wall of the building. No wood, paper, cloth, or temporary signs shall be hung or attached to a marquee, projecting overhang or awning.
Service station	All districts where service stations are allowed	Fuel price sign	32 sq. ft.	One per street frontage	3 total, one per side	The site may use permitted sign types in accordance with this article, and will be allowed an additional price sign, with lettering on both sign faces, where such sign is approved with the approved site plan. May be added to the allowed monument sign.
		Canopy logos	9 sq. ft.			
Parking facility	All districts where parking facilities are allowed	Parking facility - Wall sign or	12' above grade	20 sf per face	1 sign, of any allowed type, per street upon which an entrance exists.	Such sign may only have the word "Park" or "Parking" and the name of the parking facility owner of [or] operator, validation information, and other messages required by law.
		Parking facility - Ground sign	42"	20 sf per face		
Sign Type	Districts Allowed	Sign Type	Height Above Grade	Size	Number	Additional Requirements
Institutional signs	All districts	Wall sign or ground sign	6' height above grade	32 sf	One per site	Allow movable/changeable letters for institutional signs only.
		LED light-emitting diode	6' height	Residential - maximum of 32 square feet Nonresidential refer to monument signs	One per site	LEDs may only contain a message area of 20 square feet
		Scoreboards	30'	400 sf	One per site	On school or amateur athletic fields only; sign face and illumination allowed only in the direction of the athletic field
		Stadium signage		400 sf		Shall be attached to the stadium structure, and shall not exceed the height of the structure. Off-premises signage or advertising signage

					shall not be allowed, shall consist only of the name of the stadium and school name.
		Portable scoreboards	3 feet in height, without wheels or stand	30 sf	May be used to score sports activities, provided such scoreboard can be transported and set up by a single person, is lighted only by its internal battery, is illuminated only in the direction of the athletic field, does not exceed allowable size (in table to left), and does not contain any part which moves, rotates, flashes, reflects, blinks, or appears to do any of the foregoing or which simulates motion in any manner