



## Checklist for Temporary & Permanent Sign Submittals

You must have **ALL** of the following items when you submit **Temporary &/OR Permanent Sign** permit applications:

- Completed Application** (*incomplete applications will NOT be accepted*)
- Current Letter of Authorization**
- A site plan which indicates where the sign(s) will be placed**
- An exhibit or photograph of ALL proposed signage** (*your submittal package must have exact sign proposed, dimensions, message, color, shape, and lighting*)
- Fee**
  - Temporary Signs  
-\$75 per sign (\$25 fee plus \$50 deposit)  
**Note:** PER CODE, ONLY ONE SIGN ALLOWED. Upon removal of the banner on the 30<sup>th</sup> day – please call Community Development to request return of your deposit at 210-684-1391 extension: 226 OR 227
  - Permanent Signs  
-\$100 per sign non-electric  
-\$150 per sign electric

**NOTE: ALL SIGNAGE MUST BE MAINTAINED IN GOOD AND WORKING CONDITION AT ALL TIMES. FADING, BROKEN, NON-FUNCTIONAL, PEELING SIGNS ARE SUBJECT TO CITATION AND SUBSEQUENT REMOVAL.**

**IF A BUSINESS CEASES TO OPERATE OR VACATES A PREMISES ALL CORRESPONDING SIGNAGE IS TO BE REMOVED AND BLANK PANELS ARE TO BE INSERTED WHERE NECESSARY.**

Please be advised:

- Windwaver, Bandit, Parasite, Snipe or other similar signage DOES NOT CONSTITUTE PERMITTED TEMPORARY SIGNAGE.  
See the noted link for comprehensive sign requirement details:  
<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leonvalleyset>
- Upon application and approval a temporary sign permit may be obtained for a banner for a period of NO MORE THAN 30 DAYS. This process may be considered only one (1) time, every six (6) months.
- Failure to obtain sign permitting will result in a citation.
- All NEW CONSTRUCTION of signs on individually platted lots for NEW DEVELOPMENTS/BUSINESSES are only permitted to apply for monument signage per the Zoning Overlay requirements.



**TEMPORARY SIGN PERMIT APPLICATION FORM**

6400 El Verde Road.  
 Leon Valley, TX 78238  
 Office: 210-684-1391 ext.227 or 226  
 Email: [c.garcia@leonvalleytexas.gov](mailto:c.garcia@leonvalleytexas.gov)

**REQUIREMENTS:**

1. Application Form
2. Site Plan/Photo of Site (*exact location of where the sign will be placed*)
3. Drawings/Photos of Sign (*exact sign proposed, including: dimensions, message, color, shape and lighting-if any*)
4. Letter of Authorization (3<sup>rd</sup> page of this packet, filled out by property owner)

NOTE: Allow 2-5 Business Days for Review

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

Permit #: \_\_\_\_\_

<b>Permit Address:</b>	<b>Applicant Name:</b>	<b>Phone:</b>
<b>SIGN QUESTIONNAIRE</b>		
Will signage be located in a Multi-Tenant Center: <input type="checkbox"/> YES: _____ Shopping Center <input type="checkbox"/> NO If YES, what is the TOTAL number of temporary signs installed at the property? _____		
<b>Type of Temporary Sign:</b> <input type="checkbox"/> Banner <input type="checkbox"/> Airborne <input type="checkbox"/> Grand Opening <input type="checkbox"/> Street Banner		
Sign Measurements:    Width _____ Height _____ Total _____		
Materials used to construct sign: _____    Sign shape: _____		
Sign colors: _____    Sign Message: _____		

**PLEASE NOTE:**

- ✓ **A deposit is required for each temporary sign permit issued. The deposit will ONLY be returned IF the temporary sign has been removed within 24 hours of permit expiration. If the sign is posted after the permit has expired, your deposit will not be returned.**
- ✓ **Maximum size for temporary banner signs on the property is 50 square feet and 100 square feet for banner signs placed on the building.**
- ✓ **Banners MUST be mounted or attached to temporary stakes in the ground on the property or MUST be securely attached to the building.**
- ✓ **Street Banners apply ONLY to non-profit organizations and may not exceed 4-ft by 36-ft (144 sq feet).**



6400 El Verde Road.  
Leon Valley, TX 78238  
Office: 210-684-1391 ext.227 or 226

**LETTER OF AUTHORIZATION**

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

To Whom It May Concern:

This letter authorizes \_\_\_\_\_

to prepare and submit the following **\_SIGN PERMIT APPLICATION\_** on Lot(s) \_\_\_\_\_, Block \_\_\_\_\_,

CB \_\_\_\_\_, Subdivision \_\_\_\_\_, located at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

**STATE OF TEXAS }{**  
**COUNTY OF BEXAR }{**

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_ known to me to be the person whose signature is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND and SEAL OF OFFICE this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, Bexar County, Texas