



DATE: _____

PERMIT # _____

6400 El Verde Road, Leon Valley, Texas 78238
Phone: (210) 684-1391 X226 Fax (210) 509-8288
Email: e.carol@leonvalleytexas.gov

\$100.00

MASTER SIGN PERMIT APPLICATION

- **Purpose:** A “Master Sign Plan” is the device employed by the City to respond to the special signage needs of proposed or existing non-residential uses. The Master Sign Plan is recommended for projects on large sites and/or with many separate businesses represented, where opportunities for effective signage other than as specified in this Chapter increase. The Master Sign Plan provides an opportunity to reduce sign clutter while allowing businesses to more effectively advertise goods and services. The goal of the Master Sign Plan is to address the community’s need for attractive, proportional graphics and ensure an appropriate balance between architecture, signage and neighborhood interests.
- **This application must be submitted and approved before sign installation. A Master Sign Plan is recommended, but not required, at such time as the owner of one of the following uses applies for a new sign permit:**
 1. A non-residential development having a single tenant with 30,000 or more sq. ft.
 2. Non-residential developments with 4 or more non-residential occupants.
 3. Non-residential development on sites of 5 acres or more.
 4. Non-residential development on property which has more than 300 feet of continuous street frontage on a public street.
- The Master Sign Permit process takes up to 60 working days. Master Sign Plans are reviewed by staff, by the Zoning Commission at their regularly scheduled meeting, and then presented to City Council for final approval. You will be notified when your application has been reviewed by staff and is scheduled for review by the Zoning Commission and the City Council.
- **Incomplete applications will not be processed.** All items must be provided when you first submit your application. See attached checklist for items which must be submitted. During the review process, City staff may request additional information.
- Applicants for Master Sign Plans can request variances for existing or new signs as part of a Master Sign Plan application by completing **Attachment C**.

MASTER SIGN PLAN CHECKLIST AND APPLICATION

_____ **COMPLETED AND SIGNED APPLICATION FORMS** - all items on the application form must be completed prior to submission. This includes the following:

- Master Sign Plan Checklist and Application
- Attachments A (Existing Signs)
- Attachments B (Proposed Signs)
- Attachments C (Request for Sign Variance) if applicable
- Authorization Letter - letter of authorization signed by the property owner.

_____ **ACCURATE PLOT PLAN OF THE SITE TO SCALE.** The plan shall show location of buildings, easements, driveways, utilities, lighting, parking spaces, required landscaping and an accurate indication on the plot plan of the proposed location of each present and proposed sign of any type, including temporary signage, whether requiring a permit or not. Signs on site plan should be clearly designated with an alphabetic identifier (A, B, C, etc.) which applicant will use when asked to describe these signs on Attachments A and B.

_____ **NARRATIVE DESCRIPTION** of sign design scheme, goals, reasons for requests for variance, and any other information necessary to show how the project meets the Master Sign Plan criteria.

_____ **DRAWING/PHOTO OF SIGN** - showing the exact sign proposed, dimensions, to include the size and message, color and shape, whether lighted or not, type of construction materials, how constructed and how the sign is to be fastened.

Business/Organization Name:	
Contact Name:	
Address (where sign will be installed):	
Phone:	Fax:
Email:	
Installer:	
Contact Name:	
Address:	State License #:
Phone:	Fax:
Email:	

I certify under penalty of perjury that the information given herein is true and correct to the best of my knowledge. I understand that false information given on this application is grounds for denial of permit application. I understand that an approved sign permit is required before a sign can be installed.

_____ Applicant's Signature Printed Name Date

ATTACHMENT A – EXISTING SIGNS

(page ____ of ____)

Complete the following information for each existing sign on the property. Use additional forms if necessary.

Linear feet of store frontage: _____ lf

SIGN #1

Sign Type: Please "X"

Sign Specifications:

___ Wall/Building Mounted Sign Area of Sign Face: Width _____ Height _____ Total _____
___ Pole/Freestanding Sign
___ Monument/Freestanding Sign Height of Sign from Ground: _____
___ Pylon/Freestanding Sign
___ Other _____ Illuminated? Yes _____ No _____

Materials used to construct sign: _____

Sign colors: _____ Sign shape: _____

Sign message: _____

SIGN #2

Sign Type: Please "X"

Sign Specifications:

___ Wall/Building Mounted Sign Area of Sign Face: Width _____ Height _____ Total _____
___ Pole/Freestanding Sign
___ Monument/Freestanding Sign Height of Sign from Ground: _____
___ Pylon/Freestanding Sign
___ Other _____ Illuminated? Yes _____ No _____

Materials used to construct sign: _____

Sign colors: _____ Sign shape: _____

Sign message: _____

Materials used to construct sign: _____

Sign message: _____

ATTACHMENT B – PROPOSED SIGNS

(page ____ of ____)

Complete the following information for each sign proposed to be installed on the property. Use additional forms if necessary.

SIGN #1

Sign Type: Please "X"

Sign Specifications:

___ Wall/Building Mounted Sign Area of Sign Face: Width _____ Height _____ Total _____
___ Pole/Freestanding Sign
___ Monument/Freestanding Sign Height of Sign from Ground: _____
___ Pylon/Freestanding Sign
___ Other _____ Illuminated? Yes _____ No _____

Materials used to construct sign: _____

Sign colors: _____ Sign shape: _____

Sign message: _____

SIGN #2

Sign Type: Please "X"

Sign Specifications:

___ Wall/Building Mounted Sign Area of Sign Face: Width _____ Height _____ Total _____
___ Pole/Freestanding Sign
___ Monument/Freestanding Sign Height of Sign from Ground: _____
___ Pylon/Freestanding Sign
___ Other _____ Illuminated? Yes _____ No _____

Materials used to construct sign: _____

Sign colors: _____ Sign shape: _____

Sign message: _____

Materials used to construct sign: _____

Sign message: _____

ATTACHMENT C – MASTER SIGN PLAN VARIANCE REQUEST FORM
(page ____ of ____)

Complete the following information for each sign for which you are requesting a variance. Use additional forms if necessary.

SIGN # _____ (Alphabetic identifier as per site plan)

Sign Type: Please use "X"

Wall/Building Mounted Sign

Pole/Freestanding Sign

Monument/Freestanding Sign

Pylon/Freestanding Sign

Other _____

Type and Reason for Variance Request

Variance to **SIGN AREA** requirements. Proposed area: _____

Variance to **SIGN HEIGHT** requirements. Proposed height: _____

Variance to **SIGN SPACING** requirements

Proposed sign will be placed _____ feet from the nearest sign on the same property.

Proposed sign will be placed _____ feet from the nearest sign on an adjacent property at the following address: _____.

Provide sign spacing from other adjacent properties, if applicable, in the space provided below.

Variance to **TYPE OF SIGN ALLOWED**. Describe proposed sign type below.

Other variance (please describe):

A plan needs to be provided that bring nonconforming signs into compliance, and provide benchmarks for incremental progress.

LETTER OF AUTHORIZATION

Date: _____

TO: **The City of Leon Valley, 6400 El Verde Road, Leon Valley, TX 78238**

This letter authorizes _____
Applicant

to prepare and submit a sign permit application for _____
Business/Organization

for the following address: _____,

being Lot _____, Block _____, CB _____,

Subdivision _____

Signature of Property Owner

Printed Name of Property Owner

Address

City, State & Zip

**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 and is 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 _____, A.D. 20__.
SEAL

Notary Public, Bexar County, TX

My Commission Expires: _____

Sec. 3.04.018 Master sign plans

(a) Purpose. The master sign plan is the device employed by the city to respond to the special signage needs of proposed or existing nonresidential uses. The master sign plan is recommended for projects on large sites and/or with many separate businesses represented, where opportunities for effective signage other than as specified in this article increase. The master sign plan provides an opportunity to reduce sign clutter while allowing businesses to more effectively advertise goods and services. The goal of the master sign plan is to address the community's need for attractive, proportional graphics and ensure an appropriate balance between architecture, signage and neighborhood interests.

(b) Uses. A master sign plan is recommended, but not required, at such time as the owner of one of the following uses applies for a new sign permit:

- (1) A nonresidential development having a single tenant with 30,000 or more square feet.
- (2) Nonresidential developments with four (4) or more nonresidential occupants.
- (3) Nonresidential development on sites of five (5) acres or more.
- (4) Nonresidential development on property which has more than 300 feet of continuous street frontage on a public street.

(c) Required information. The following information is required for submission of a master sign plan:

- (1) An accurate plot plan of the site to scale. The plan shall show the location of buildings, easements, driveways, utilities, lighting, parking spaces, required landscaping and an accurate indication on the plot plan of the proposed location of each present and proposed sign of any type, including temporary signage, whether requiring a permit or not.
- (2) Computation of the sign area, height, type and number of signs.
- (3) A narrative description of any other information necessary to show how the project meets the master sign plan criteria.

(d) Review. The city manager or designee will review the master sign plan application within thirty (30) days of complete submittal. Master sign plans shall then be reviewed by the zoning commission at their earliest regularly scheduled meeting following the completion of staff review.

(e) Approval and adoption. Master sign plans shall require approval by the city council and shall be adopted by ordinance.

(f) Criteria for evaluation. The zoning commission and city council shall consider the following criteria when evaluating master sign plans:

- (1) Implementation will provide signage compatible with the surrounding development;
- (2) Implementation will result in architecture and graphics of a scale appropriate for the surrounding neighborhood;

- (3) Implementation will provide signage consistent with the architecture and site plan characteristics of the proposed development;
- (4) Implementation of the master sign plan will result in a substantial reduction in the number and area of freestanding signs and general sign clutter associated with the project as compared to strict compliance with this article;
- (5) The proposed master sign plan does not pose a threat to the public safety;
- (6) The master sign plan application is submitted in compliance with this section and not in order to circumvent the variance procedures set out in [section 3.04.008](#); and
- (7) Approval of the master sign plan does not cause the circumvention of either the spirit or intent of these sign regulations.

(g) Variances. Applicants for master sign plans may request a variance to the requirements of this article as part of the master sign plan application without paying an additional fee. In addition to the provisions contained in [section 3.04.008](#), the city council may grant a variance based on the following findings:

- (1) That there are circumstances applicable to the property which, if strictly enforced, will deprive such property of privileges enjoyed by other property of the same zoning classification, and that this variance will not be a grant of special privilege to the applicant; and
- (2) That it is also found:
 - (A) That, because of physical circumstances such as size, shape or topography, the visibility of signage is substantially impaired;
 - (B) That the conditions creating the need for a variance were not self-imposed;
 - (C) That there will be no adverse effect to surrounding property from the granting of this variance;
 - (D) That the amount of variance is the minimum needed to afford relief; and
 - (E) That the applicant complies with any special requirements imposed as a condition of granting the variance.
- (3) Any business granted a variance under the master sign plan must demonstrate a plan to bring nonconforming signs into compliance, and the master sign plan must provide benchmarks for incremental progress.

(h) Amendment. A master sign plan may be amended by filing a new master sign plan that conforms with all requirements of this article then in effect.