



6400 El Verde Road, Leon Valley, Texas 78238 Phone: 210-684-1391 x227 Fax: 210-509-8288

SIGN PERMIT APPLICATION

INFORMATION FOR COMPLETING SIGN PERMIT APPLICATION

- A copy of the sections of the guidelines related to permanent signs is attached to this application. You may also request a copy of the ordinance.
- This application must be submitted and approved before sign installation. Failure to secure a permit will constitute a violation of Chapter 3.04.
- The fee for each permanent (non-electric) sign is \$100.00; if the sign is illuminated, the fee is **\$150.00**.
- Applicant (as designated by the authorization letter) is required to call the Community Development Department to request an inspection once sign installation is complete.
- Electrically illuminated signs must be installed by an electrician who is licensed in the City of Leon Valley. A separate electrical permit is not required.
- Multi-tenant centers **OR** single-tenant properties with over 300 feet of street frontage, at least 30,000 square feet, or land area of at least 5 acres are strongly urged to apply for a Master Sign Plan.
- If there are existing signs on the property, applicant must complete **Attachment B – Existing Signs**.
- Application review takes an average of 3-5 working days. You will be notified when your application has been reviewed.
- **Incomplete applications will not be processed.** All items must be provided when you first submit your application. See attached checklist for list of items which must be submitted.
- During the review process by the City Inspector, may request additional information.

APPLICANT: PLEASE KEEP THIS PAGE FOR FUTURE REFERENCE



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PERMANENT SIGN PERMIT APPLICATION CHECKLIST

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

- Application checklist**
- Permanent Sign Application form**
- Attachment A** - Proposed Signs (for multiple signs on one application).
- Attachment B** – Existing Signs (if there are any signs currently installed on site).
- Authorization Letter** - letter of authorization signed by the property owner, or assignee, permitting contractor/applicant to erect proposed signage.

_____ **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.

_____ **LOCATION/SITE PLAN** - to accurate scale, showing the exact location of proposed sign, relation to buildings, streets, easements and utilities.

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
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PERMANENT SIGN PERMIT APPLICATION

DATE: _____

PERMIT # _____

BUSINESS/ORGANIZATION NAME:	
CONTACT NAME:	PHONE:
EMAIL:	
ADDRESS (where sign will be installed):	
INSTALLER:	
CONTACT NAME:	
ADDRESS:	PHONE:
EMAIL:	
ELECTRICAL CONTRACTOR:	
CONTACT NAME:	LV License #:
ADDRESS:	PHONE:
EMAIL:	

Is applicant located in a multi-tenant center? Yes _____ No _____

Total number of existing signs installed on this property: Temporary _____ Permanent _____

Total number of proposed signs (permanent only): _____ Total length of building face or tenant space, as applicable: _____

Proposed Sign Type: Please "X"

- ___ Wall/Building Mounted Sign
- ___ Pole/Freestanding Sign
- ___ Monument/Freestanding Sign
- ___ Pylon/Freestanding Sign
- ___ Other _____



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ATTACHMENT B - EXISTING PERMANENT SIGNS (page ____ of ____)

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

SIGN #1

Sign Type: Please "X"

Sign Specifications:

<input type="checkbox"/> Wall/Building Mounted Sign	Area of Sign Face: Width_____Height_____Total_____
<input type="checkbox"/> Pole/Freestanding Sign	
<input type="checkbox"/> Monument/Freestanding Sign	Height of Sign from Ground:_____
<input type="checkbox"/> Pylon/Freestanding Sign	
<input type="checkbox"/> Other_____	Illuminated? Yes_____ No_____

Materials used to construct sign:_____

Sign colors:_____ Sign shape:_____

Sign message:_____

SIGN #2

Sign Type: Please "X"

Sign Specifications:

<input type="checkbox"/> Wall/Building Mounted Sign	Area of Sign Face: Width_____Height_____Total_____
<input type="checkbox"/> Pole/Freestanding Sign	
<input type="checkbox"/> Monument/Freestanding Sign	Height of Sign from Ground:_____
<input type="checkbox"/> Pylon/Freestanding Sign	
<input type="checkbox"/> Other_____	Illuminated? Yes_____ No_____

Materials used to construct sign:_____

Sign colors:_____ Sign shape:_____

Sign message:_____

Materials used to construct sign:_____

Sign message:_____



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ATTACHMENT A – PROPOSED SIGNS (page ____ of ____)

Complete the following information for each sign proposed to be installed on the property.

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

SIGN #1

Sign Type: Please "X"

Sign Specifications:

<input type="checkbox"/> Wall/Building Mounted Sign	Area of Sign Face: Width_____Height_____Total_____
<input type="checkbox"/> Pole/Freestanding Sign	
<input type="checkbox"/> Monument/Freestanding Sign	Height of Sign from Ground:_____
<input type="checkbox"/> Pylon/Freestanding Sign	
<input type="checkbox"/> Other_____	Illuminated? Yes_____ No_____

Materials used to construct sign:_____

Sign colors:_____ Sign shape:_____

Sign message:_____

SIGN #2

Sign Type: Please "X"

Sign Specifications:

<input type="checkbox"/> Wall/Building Mounted Sign	Area of Sign Face: Width_____Height_____Total_____
<input type="checkbox"/> Pole/Freestanding Sign	
<input type="checkbox"/> Monument/Freestanding Sign	Height of Sign from Ground:_____
<input type="checkbox"/> Pylon/Freestanding Sign	
<input type="checkbox"/> Other_____	Illuminated? Yes_____ No_____

Materials used to construct sign:_____

Sign colors:_____ Sign shape:_____

Sign message:_____

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: _____