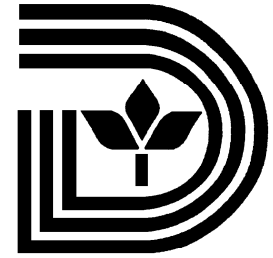


# SPECIAL PROVISION SIGN DISTRICT- SIGN PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

## REQUIRED DOCUMENTS FOR SIGN PERMIT IN A SPECIAL PROVISION SIGN DISTRICT

(All signs located in a special provision sign district other than the west end)

Signs under 50 sq. ft. may be fast tracked. Please make an appointment with a Zoning Consultant at 214-948-4480. All other signs require a Certificate of Appropriateness and must be approved by the Sign Board.

By checking each requirement you are stating that you have supplied the correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional information requested within five (5) working days after notification and/or before the monthly cutoff date may result in your application being delayed and eventually discarded. A new application, the original application, complete plans and a new checklist will be required for resubmittal for plan review. This resubmittal will be treated as a new application and will be processed in order of receipt.

### OTHER REQUIREMENTS OR SPECIAL PROVISIONS

- (1) All drawings must be drawn to scale on paper not larger than 11 inches wide by 17 inches long and suitable for copying.
- (2) All permits for illuminated signs must be obtained by a registered electrical sign contractor or a registered electrical contractor.
- (3) The applicant must provide specific information in the form of perspectives, renderings, and representations sufficient to show the nature of the proposed sign and its effect on the immediate premises.

1.  Completed permit application form
2.  A "Key Map" showing the location of the property
3.  Four (4) site plans showing:
  - For **Detached signs**, show the location of the sign with setbacks from all property lines and structures, and all existing, or proposed, detached signs on the property.
  - For **Projecting or Canopy signs**, show the location of the building on the property, how far the sign or canopy will project from the building and how far behind a vertical line drawn from the back of the street curb, the sign or canopy will be located.
  - For **Flat Attached or Painted signs**, show the location of the building on the property and on which side of the building the sign will be located.
4.  Four (4) elevation drawings of the sign, showing the exact wording to appear on the sign, the length and height of each word, and the overall size of the sign

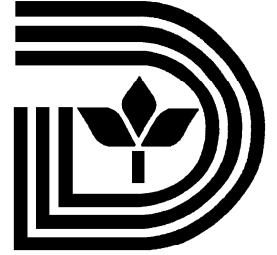
I, \_\_\_\_\_ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature \_\_\_\_\_

Date \_\_\_\_\_

# SPECIAL PROVISION SIGN DISTRICT- SIGN PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

## REQUIRED DOCUMENTS FOR SIGN PERMIT IN A SPECIAL PROVISION SIGN DISTRICT (continued)

5.  If the sign is an **Attached sign**, four (4) elevation drawings showing the location of the sign on the building facade and the building dimensions
6.  If the sign is **Detached or projecting**, four (4) drawings by a certified Texas Engineer stating that the sign will withstand at least 30 psf wind load, and the bearing the engineer's seal and signature.
7.  If the sign is a **Detached sign**, four (4) "Sign Premise Warranty" forms completely filled out and signed by the property owner or property manager, not the sign company. (New signs only)
8.  Describe in detail, the materials and colors to be used.
9.  One copy of the current, official zoning map area and City plat. These can be obtained in the One Stop Permit Center, Room 118 of the Oak Cliff Municipal Center, 320 E. Jefferson Blvd, Dallas

I, \_\_\_\_\_ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature \_\_\_\_\_

Date \_\_\_\_\_