



**PERMITS AND INSPECTIONS**

20025 HIGHWAY 6  
MANVEL, TX 77578  
P: 281-489-0630  
F: 281-489-0634

**SIGN PERMIT APPLICATION**

**PROJECT INFORMATION**

Sign Location Address: \_\_\_\_\_

The Sign is:    New     Alteration of Existing     Repair of Existing

Sign District Location:    A     B     C     D

Sign District Descriptions:

*Sign district A.* Sign district A shall include all property located in the city limits and extra territorial jurisdiction (unless prohibited or restricted by V.T.C.A., Local Government Code § 216.902) within 200 feet of the right-of-way of State Highway 288 and its frontage roads.

*Sign district B.* Sign district B shall include all property located in the city limits with frontage on State Highway 6 and all streets classified as a Arterial or Parkway per the Master Thoroughfare Plan zoned light commercial (LC), heavy commercial (HC), highway mixed use (HMU) and PUD districts as defined by the city's zoning ordinance, located with frontage on State Highway 6 in the city's extra territorial jurisdiction (unless prohibited or restricted by V.T.C.A., Local Government Code§ 216.902), and is not located within sign district A.

*Sign district C.* Sign district C shall include all property in the city limits that is not located within sign district A or sign district B.

*Sign district D.* Sign district D shall include all property within the city's extraterritorial jurisdiction (unless prohibited or restricted by V.T.C.A., Local Government Code§ 216.902) that is not located in sign district A, sign district B, or sign district C.

Sign Type: \_\_\_\_\_ Illuminated:    YES     NO

Length (Horizontal): \_\_\_\_\_ Width (Vertical): \_\_\_\_\_

Area (Total): \_\_\_\_\_ Number of Sign(s): \_\_\_\_\_

**Wall signs.** Each business establishment is allowed wall signage not exceeding the total square feet of the facade to which it is affixed. Provide us with the total square feet of the façade of the business frontage and the total square feet of the proposed wall sign on the same business frontage.

Current Zoning: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Total Lots: \_\_\_\_\_

Estimated Project Value: \_\_\_\_\_

Project Description: \_\_\_\_\_

**OWNER & APPLICANT INFORMATION**

Contractor Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Company Name: \_\_\_\_\_



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Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**DISCLAIMER & SIGNATURE** *I certify that I am the owner or owner’s representative of the property (with signed letter of authorization) and that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct.*

Applicant Signature

Date

**SUBMITTAL CHECKLIST**

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the “Submittal Checklist” below are submitted with your application.

| <b>SIGN PERMIT APPLICATION SUBMITTAL CHECKLIST ITEMS</b>  | <b>REQUIRED (PLEASE CHECK)</b> |
|---|--------------------------------|
| Completed Sign Permit Application (with all signatures)   |                                |
| Scaled Sign Drawings  |                                |
| Scaled Elevations (if applicable)   |                                |
| Sign Dimensions   |                                |
| Scaled Sign Elevation Drawings  |                                |
| Scaled Site Plan (including property lines, setbacks, and sign locations)   |                                |
| Structural and Foundation Details for Freestanding Signs  |                                |
| Survey  |                                |
| Electrical Plan (if illuminated)  |                                |
| All signs must be in compliance with current adopted building, fire, and electrical codes and wind load code requirements |                                |
| Plan Review fee for each sign application is \$50 and must be paid prior to review  |                                |
| All documents to be emailed to <a href="mailto:permits@cityofmanvel.com">permits@cityofmanvel.com</a>                     |                                |

**APPLICANT CERTIFICATION**

**By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.**

Applicant Signature

Date