



Planning and Development Division  
823 Rosenberg, 4th Floor, Room 401, Galveston, TX 77550

# SIGN PERMIT APPLICATION

## DEVELOPMENT SERVICES DEPARTMENT

409/797-3660

planningcounter@galvestonTX.gov  
www.galvestonTX.gov

### I. PROPERTY INFORMATION

Street Address/Location, or

Legal Description (Lot Number, Block Number, Subdivision)

### II. APPLICANT INFORMATION

Property Owner Name

Telephone

Mailing Address

E-mail Address

Applicant/Representative Name

Telephone

Mailing Address

E-mail Address

### III. NEW SIGN DESCRIPTION

#### Sign Type:

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Detached<br>(Pole/Monument/Pylon) | <input type="checkbox"/> Projecting   | <input type="checkbox"/> Other (specify): _____ |
| <input type="checkbox"/> Directional (off-site)            | <input type="checkbox"/> Subdivision  |   |
| <input type="checkbox"/> Flat/Wall                         | <input type="checkbox"/> Temporary    |   |
| <input type="checkbox"/> Marquee                           | <input type="checkbox"/> Under-Canopy |   |

#### Sign Measurements:

Width: \_\_\_\_\_  
Height: \_\_\_\_\_  
Area: \_\_\_\_\_

#### Illumination:

- |                                   |                                   |  |
|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> External | <input type="checkbox"/> Internal | <input type="checkbox"/> Non-Illuminated |
|-----------------------------------|-----------------------------------|--|

Total Sign Height: \_\_\_\_\_  
(Including base materials)

For Projecting and Under-Canopy Signs, Distance from Sidewalk to Bottom of Sign: \_\_\_\_\_  
(Minimum distance is 7.5 feet)

### IV. SIGN DESIGN (Wording, Logo Placement, Etc. If necessary, please attach additional sheets)

### V. JOB VALUE

What is the value of the sign, including installation costs? \$ \_\_\_\_\_ (Staff reserves the right to request invoices, bids, etc.)

**VI. EXISTING SIGN INFORMATION**

Supply information on **all signs existing** on the property/business below. If none exist, leave blank and initial: \_\_\_\_\_

Sign Information	Sign #1	Sign #2	Sign #3	Sign #4	Sign #5
<b>Type</b> Detached, Flat, Projecting, Roof, Other					
<b>Width</b>					
<b>Height</b>					
<b>Max. Height</b>					
<b># of Faces</b>					

**VII. LAND USE INFORMATION**

Present Use(s) and Improvement(s) on Property

Proposed Use(s) and Improvement(s) on Property

Is the proposed sign for a new business?  Yes\*  No

Will this sign replace an existing sign?  Yes  No

\*Was the property recently purchased?  Yes  No

Is the proposed sign associated with a Development Services Department case?  Yes  No

\*Has a request for Certificate of Occupancy or Certificate of Zoning Compliance been submitted?  Yes  No

Please provide Case # associated with approval. \_\_\_\_\_

Will any electrical work be required?  Yes\*  No

Will **any portion** of the parking lane, sidewalk area, or City right-of-way be blocked during the installation of the sign?  Yes\*  No

\*A separate electrical permit is required. Please contact the Building Division at 409-797-3620.

Is a site plan attached for **each** sign?  Yes\*  No

\*A **separate** temporary License to Use the City right-of-way permit is required.

\*Detached signs must meet 150 miles per hour windload (with 3 second gusts) and foundation plan must have an engineer's stamp.

Please contact Public Works at 409-797-3643.

**ATTEST:** I hereby certify that the above information is true and correct, and further that the permission of the owner and authorized lessee (if any) of the premises has been obtained for the subject sign. Additionally, the sign does not violate any applicable deed restrictions or other restrictions on the premises. Having read the restrictions and requirements of the Article 5 of the Land Development Regulations, the sign is being erected and maintained in compliance with the ordinance; and

**FOR SIGNS THAT OVERHANG THE CITY RIGHT-OF-WAY, THE APPLICANT AND PROPERTY OWNER UNDERTAKE AND PROMISE TO HOLD THE CITY OF GALVESTON HARMLESS AND TO INDEMNIFY AND DEFEND IT AGAINST ALL SUITS, JUDGMENTS, COSTS, EXPENSES AND DAMAGES THAT MAY ARISE OR GROW OUT OF THE USE OR GRANT OF THE LICENSE TO USE CITY RIGHT-OF-WAY UNDER THIS AGREEMENT, REGARDLESS OF FAULT.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

<b>Planning Division</b>	<b>Zoning District:</b> _____	<b>Building Division</b>
Planning: \$ _____ Historic District Review: \$ _____ Building: \$ _____ <b>Total Fees:</b> _____		
<b>Accepted by:</b> _____		<b>Date:</b> _____