



SIGN PERMIT APPLICATION
For Signs in Street Right-of-Way

Date of Application: _____

1) Sign Copy (Wording): _____ 2) Estimated Cost of Sign: \$ _____

3) Sign Address/Location (if no address, use Texas State Plane Coordinates): _____

4) Sign Location (Legal Description, Lot/Blk/Subd): _____

5) Lot or Tract: _____ (Dimensions or Area)

6) Sign Location: _____ 7) Reader Panel: Yes No
(Subdivision Name or number of feet from known point) (See Sec. 13.5 L Zoning Ord.)

8) NOTES: 1) Illuminated signs will require an Electrical Permit. 2) A site inspection **MUST** be requested and conducted prior to installation of monument signs. 3) Applications will not be approved until sign owner has signed application and all information required here on is required.

9) Sign Dimensions:

1) Length Horizontal: _____

Width Vertical: _____

Area (Total): _____

10) Owner's Statement: I understand that any permitted improvements remain under my (our) ownership. The permitted improvements are subject to removal at any time in accordance with the Missouri city Infrastructure Design Manual (See Chapter 12). Removal and replacement shall be at the sign owner's expense. The Owner hereby releases, discharges and holds the City, its officers and employees, harmless from, and agrees that the Owner will assert no claim against the City, its officers and employees for, any damage to or destruction of the permitted improvements. **NEED TO ADD INDEMNIFICATION LANGUAGE.**

Sign Owner's Name (Please Print): _____

Sign Owner's Signature: _____

Address: _____ Phone #: _____

11) Contractor's Statement: Contractor must provide a construction bond that is equal to or greater than the cost of construction. The bond must be good for one year construction and maintenance issued in the name of the City of Missouri City. The bond must be submitted with the application.

This is to certify that I, the Contractor, being issued this permit for construction, will comply with all requirements of the Missouri City Code, Public Infrastructure Design Manual. I, the Contractor understand that the City of Missouri City shall not be responsible for the maintenance of any items that are installed in the Right of Way.

It is the responsibility of the Contractor to insure that the job has all applicable required inspections.

Contractor's Name (Please Print): _____

Contractor's Signature: _____

Address: _____ Phone #: _____

For Office Use Only:

Time period during which applications is valid: _____ Applicable Section of Ordinance: _____

Approval: _____ Application Check _____ Date _____

Approval: _____ City Inspector _____ Date _____

Approval: _____ Building Official _____ Date _____

Approval: _____ Director of Planning _____ Date _____

Comments: _____

Require graphic information must be attached to this form (including site plan and elevation as listed in 13A , B & C). Please select YES or NO in appropriate category. A positive response to all questions is required before approval may be given.

		<u>YES</u>	<u>OR</u>	<u>NO</u>
A. General	1) Drawing to scale?	<input type="checkbox"/>		<input type="checkbox"/>
	2) Scale(s) shown?	<input type="checkbox"/>		<input type="checkbox"/>
	3) Landscaping Plan?	<input type="checkbox"/>		<input type="checkbox"/>
	4) Sign Drawing?	<input type="checkbox"/>		<input type="checkbox"/>
	5) Site Plan?	<input type="checkbox"/>		<input type="checkbox"/>
	6) Construction & Maintenance Bond	<input type="checkbox"/>		<input type="checkbox"/>
B. Monument Signs	1) Elevation of sign provided?	<input type="checkbox"/>		<input type="checkbox"/>
	2) Site Plan provided with:			
	a) North Arrow?	<input type="checkbox"/>		<input type="checkbox"/>
	b) All building and permanent structures shown?	<input type="checkbox"/>		<input type="checkbox"/>
	c) Street Right-Of-Way showing?	<input type="checkbox"/>		<input type="checkbox"/>
	d) Existing monument signs shown on this and adjacent tracts?	<input type="checkbox"/>		<input type="checkbox"/>
	e) Distances shown between existing and proposed monument signs (both on and off site)	<input type="checkbox"/>		<input type="checkbox"/>
f) Distance shown between monument signs and Right-Of-Way including street intersections?	<input type="checkbox"/>		<input type="checkbox"/>	

NOTE: 50% landscaping on all Monument Signs even Temporary Signs.

All Monument Signs should be framed with the same material style & color of that of the building for which the sign is constructed.

Signage Fee's:

Plan Review & Site Inspection.....	\$30.00
First 96 sq. ft. of sign face.....	\$100.00
Each additional square foot or fraction	
Thereof of sign face.....	\$.50
Each Re-Inspection.....	\$25.00

Double Fee's:

With respect to the Building, Plumbing, Electrical, Mechanical, M.C.I., Fence, Pool and Sign Permits enumerated above, where work is started or proceeded with prior to obtaining the applicable permit, fees specified shall be doubled. Such doubled fee shall not relieve any person from fully complying with the requirements in the execution of the work nor from any other penalties prescribed in the code.

I hereby certify that the information which I have provided is both accurate and complete and that I will comply with all regulations and ordinances of The City of Missouri City and will complete all work to the highest professional standards. I also agree to contact the Planning Department to schedule a sign erection inspection for the date and time the sign is to be erected. I also agree not to erect any sign or cause such construction to occur without first scheduling such inspection.

Contractor/Authorized Agent

Date

PERMIT #

PERMIT FEE(s)

DATE(s) PAID