

**City of Coldspring  
P. O. Box 247  
14211 Highway 150 W  
Coldspring, Texas 77331  
P: (936) 0653-3289  
F: (936) 653-5278**

**SIGN PERMIT APPLICATION FORM\***

This form shall be submitted with each application for a sign permit.  
**RECOMMENDATION:** Receive sign permit approval before sign is made

**CONTACT INFORMATION**

**Applicant**

**Property Owner (if different)**

Name

Name

Street Address

Street Address

City, State Zip

City, State Zip

Phone

Phone

Fax

Fax

Email

**Architect (if different)**

Email

**Sign Contractor (if different)**

Name

Name

Street Address

Street Address

City, State Zip

City, State Zip

Phone

Phone

Fax

Fax

Email

Email

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**Property Profile**

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Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
 (subdivision) (Lot) (Block)

Present Use of Property: \_\_\_\_\_

Proposed Use of the Property: \_\_\_\_\_  
 \_\_\_\_\_

Total Area of Site: \_\_\_\_\_

**Which of the following best describes the proposed work?**

New Sign  
 Alteration to existing sign  
 Addition to an existing sign, size increased by \_\_\_\_\_ %

**Type of sign, check all that apply:**

<input type="checkbox"/> Freestanding	<input type="checkbox"/> Monument	<input type="checkbox"/> Projecting
<input type="checkbox"/> Sign on awning	<input type="checkbox"/> Fascia sign, over 400 lbs.	<input type="checkbox"/> Fascia sign 400 lbs. or less
<input type="checkbox"/> Painted wall/adhered	<input type="checkbox"/> Pitched roof	<input type="checkbox"/> Sign on marquee
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Sign attached to canopy

**Proposed sign dimensions**

Width of sign face	Height of sign face	Overall sign height	Depth of fascia sign	Total Area of Sign
ft	ft	ft	ft	ft

**Proposed sign dimensions**

[Y] [N] Do you have permission of the property owner to erect this sign?

[Y] [N] Changing image features? If yes, area of change \_\_\_\_\_ sq. ft. [Y] [N] Illuminated?

Applicant's signature \_\_\_\_\_  
 Applicant's name, printed \_\_\_\_\_ Applicants phone# \_\_\_\_\_

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**ALL SIGNS are required to be compliant with City Ordinance # 2007-08**

**Provide elevation drawing o f the sign on a separate sheet, include;**

- 1. All details and dimensions of the sign**
- 2. Type of material and all dimensions of supports and footings**
- 3. Clearance above ground**
- 4. Distance of any projection over the right-of-way**
- 5. If the sign will be attached to a building, show the building roof line for the wall on which the sign will be mounted.**
- 6. Type of lighting.**

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**SIGN PERMIT APPLICATION FEE SCHEDULE**

**Date:** \_\_\_\_\_

**Permit No.** \_\_\_\_\_

**1. Proposed Sign Type : (enter quantity)**

**Window Sign or Nameplate \$25.00**  
 **Attached Sign < 160 sq. ft. \$35.00**

**Freestanding Sign < sq. ft. \$50.00**

**Freestanding Sign > sq. ft. \$75.00**

**Multi Tenant Sign \$100.00**

**Total Fees:** \$ \_\_\_\_\_

**PLEASE ALLOW 5 TO 10 WORKING DAYS FOR SIGNAGE PLAN APPROVAL.**

**Property Owners Signature:**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Tenant/Applicants Signature:**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_