



CITY OF DALLAS

CERTIFICATE OF APPROPRIATENESS PROCESS

The Building Official shall forward a completed copy of the application and required drawings to the Director of Planning within five working days after receipt thereof.

Any applicant is entitled to appear before the Special Provision Sign District Advisory Committee, and the Plan Commission, and to be present when any vote is taken.

If the Committee finds the proposed sign to be consistent with the special character of the Special Provision Sign District, the Committee shall make a recommendation of approval to the City Plan Commission.

The committee shall consider the proposed sign in terms of its "appropriateness" to the Special Provision Sign District with particular attention to the effect of the proposed sign upon the economic structure of the Special Provision Sign District and the effect of the sign upon adjacent and surrounding premises without regard to any consideration of the message conveyed by the sign.

Upon receipt of a recommendation of approval, the Commission may indicate its concurrence by forwarding a "Certificate of Appropriateness" to the Building Official within 15 days. In the event of denial, the Commission shall so inform the Building Official in writing. Upon receipt thereof, the Building Official shall so advise the applicant within five working days.

Nothing herein shall be construed to affect or modify the authority of the Building Official to refuse to grant a sign permit in any case in which the proposed sign does not conform to specific provisions of height, effective area, setback or similar restrictions established in this article or the modified restrictions applicable to the Special Provision Sign District, or to the structural requirements of the Building Code or other codes which the Building Official is required by law to enforce.

If no action has been taken by the committee and the City Plan Commission within 60 days from receipt of a complete application, (including the required drawings) by the Building Official, a Certificate of Appropriateness shall be deemed issued by the Commission and the Building Official shall so advise the applicant.

No change shall be made in any permit application subsequent to action by the Commission without resubmittal to the Committee and approval thereof as here in above provided.

An applicant may appeal a denial of a Certificate of Appropriateness by the Commission to the City Council within 60 days. (Ord. 19455)

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

Please Print

Signature _____

Date _____