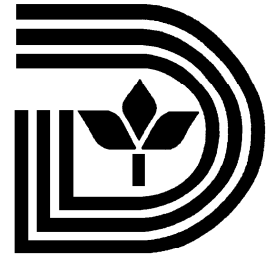


# DETACHED SPECIAL PURPOSE SIGN PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

## REQUIRED DOCUMENTS FOR DETACHED SPECIAL PURPOSE SIGN PERMIT

A special purpose sign means: a sign temporarily supplementing the permanent signs on a premise. Portable signs (detached signs that are not securely connected to the ground in such a way that they cannot easily be moved from one location to another are prohibited) Use of a Detached Special Purpose Sign is allowed three times a calendar year for up to 38 consecutive days each time. However, there must be as minimum of 30 days of down time between uses.

The following is a list of information required to process your application to erect or reface a detached special purpose sign. If you are not sure of the regulations for your area, or if you are in a Special Provision Sign District, call a zoning consultant at (214) 948-4480.

By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans, and a new checklist will be required for resubmittal for plan review. This resubmittal will be treated as a new application and will be processed in order of receipt.

### OTHER REQUIREMENTS AND SPECIAL PROVISIONS

**All detached special purpose signs are limited to 50 sq. ft. in size.**

1.  Completed permit application form
2.  Three (3) copies of a site plan showing:
  - The proposed sign location. (Indicate the setbacks from all property lines and structures.)
  - All existing detached special purpose signs on the entire property.
3.  Three (3) elevation drawings of the sign with the wording that will appear on the sign.
4.  A drawing of the proposed sign showing how the sign will be anchored to the ground.

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

Please Print

Signature \_\_\_\_\_

Date \_\_\_\_\_