

WEST END HISTORIC SIGN DISTRICT- SIGN PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

REQUIRED DOCUMENTS FOR SIGN PERMIT IN THE WEST END HISTORIC SIGN DISTRICT

The following is a list of information required to process your application to erect or reface a sign located in the west end historic sign district. [If you are not sure of the regulations for your area call a zoning consultant at (214) 948-4480.] By checking each requirement you are stating that you have supplied the correct and complete information. Failure to supply any information requested will result in your application being denied and returned to you. A new application, plans and checklist will be required to be submitted for review. This (subsequent) application will be treated as a new application and will be processed in order of receipt.

Signs under 50 sq. ft. may be fast tracked. Please make an appointment with a Zoning Consultant. All other signs require a Certificate of Appropriateness and must be approved by the Landmark Commission.

OTHER REQUIREMENTS OR SPECIAL PROVISIONS

- (1) All drawings must be drawn to scale on paper not larger than 11 inches wide by 17 inches long and suitable for copying.
 - (2) All permits for illuminated signs must be obtained by a registered electrical sign contractor or a registered electrical contractor.
 - (3) The applicant must provide specific information in the form of perspectives, renderings, and representations sufficient to show the nature of the proposed sign and its effect on the immediate premises.
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1. Completed permit application form **and** a completed Certificate of Appropriateness application
 2. A "Key Map" showing the location of the property
 3. Four (4) site plans showing:
 - For **Detached signs**, show the location of the sign with setbacks from all property lines and structures, and all existing, or proposed, detached signs on the property.
 - For **Projecting or Canopy signs**, show the location of the building on the property, how far the sign or canopy will project from the building and how far behind a vertical line drawn from the back of the street curb, the sign or canopy will be located.
 - For **Flat Attached or Painted signs**, show the location of the building on the property and on which side of the building the sign will be located.
 4. Four (4) elevation drawings of the sign, showing the exact wording to appear on the sign, the length and height of each word, and the overall size of the sign
 5. If the sign is an **Attached sign**, four (4) elevation drawings showing the location of the sign on the building facade and the building dimensions

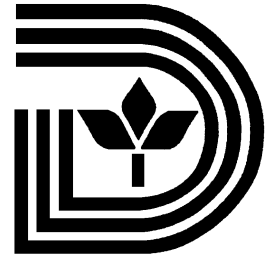
I, _____ *have read the above information and acknowledge that all required documents have been provided.*

Please Print

Signature _____

Date _____

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REQUIRED DOCUMENTS FOR SIGN PERMIT IN THE WEST END HISTORIC SIGN DISTRICT CONTINUATION

- 6. If the sign is **Detached or projecting**, four (4) drawings by a certified Texas Engineer stating that the sign will withstand at least 30 psf wind load, and bearing the engineer's seal and signature.
- 7. If the sign is a **Detached sign**, four (4) "Sign Premise Warranty" forms completely filled out and signed by the property owner or property manager, not the sign company. (New signs only)
- 8. Describe in detail, the materials and colors to be used.

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

Please Print

Signature _____

Date _____