

SPECIAL PROVISION SIGN DISTRICT - SIGN PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

REQUIRED DOCUMENTS FOR SIGN PERMITS IN A SPECIAL PROVISION SIGN DISTRICT

(All signs located in a special provision sign district other than the Victory Sign District and the West Commerce St./Fort Worth Ave. Sign District)

Some signs may be expedited (see page 3). Signs located in a historic overlay district, such as the West End, or on a historic facade require additional approval by the Landmark Commission.

By checking each requirement you are stating that you have supplied the 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 information requested within five (5) working days after the notification and/or before the monthly cutoff date 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 re-submittal for plan review. This re-submittal will be treated as a new application and will be processed in the order of receipt.

REQUIREMENTS & 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.

1. Completed permit application form and checklist
2. Two (2) location maps showing the property and location of the sign/s under review
3. Two (2) Site plans showing:
 - For **Detached signs**, show the location of the sign with setbacks from all property lines and structure, 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.

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

Please Print

Signature _____

Date _____

Building Inspection Division

320 E. Jefferson Blvd.

Dallas, TX 75203

Telephone 214-948-4480

Staff cannot accept incomplete or illegible documents

Revised: 7/2018

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- 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**, two (2) elevation drawings showing the location of the sign on the building facade and the building facade dimensions.
- 6. If the sign is **(A) Detached, (B) Projecting, or (C) an Attached Sign over 100 sq. ft.**, two (2) drawings by a certified Texas Engineer stating that the sign will withstand at least 115 psf wind load, and bearing the engineer's seal and signature.
- 7. If the sign is **Detached**, two (2) "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.
- 9. Property owner name, tenant name, and list of officers or partners for both tenant and owner.
- 10. Certain SPSPDs require some additional information such as dimensions for all street facing facades, sizes of existing/proposed signs on the property and/or specifics about the building such as number of entrances, windows or tenants. Your inspector will notify you of any additional information needed, specific to the district, at the time of submission.
- 11. After submission is accepted digital versions of all submitted items will be required. These items need to be original (jpg or pdf) versions. Scans of print outs will not be accepted.
- 12. For any **A) Detached sign or B) Attached sign more than 100 square feet in effective area**, the required number of notification signs must be posted, in accordance with 51A-1.106 within 14 days after the application is filed. Notification signs will be available for pickup at City Hall, 1500 Marilla, Room 5BN.

Initials

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

Please Print

Signature _____

Date _____

Building Inspection Division

320 E. Jefferson Blvd.

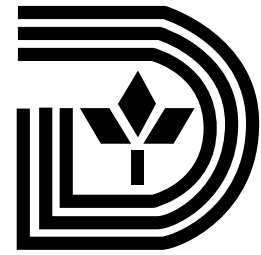
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REQUIRED DOCUMENTS FOR SIGN PERMITS IN A SPECIAL PROVISION SIGN DISTRICT (continued)

Most Signs may be expedited, or reviewed under the director procedure, if they meet ALL of the following requirements. Otherwise, the sign/s must be reviewed under the committee procedure outlined in 51A-7.505 (5) & (6).

REQUIREMENTS FOR EXPEDITED REVIEW

1. The sign has an effective area less than 50 square feet.
2. The sign is a premise sign.
3. The sign does not contain any changeable message or flashing or blinking lights.
4. If the sign is a detached sign, it has a setback of at least 10 feet.
5. The sign is not located in a historic overlay district, (The West End SPSD is a historic overlay district).
6. If the sign is an attached sign, it does not project more than 18 inches over public right-of-way.
7. If the sign is an attached sign, it has an effective area of less than 15 percent of the facade.
8. If the sign is a detached sign, it does not exceed 25 feet in height.

Exception: All detached signs located in the General CBD, Main Street, Convention Center, and Retail Subdistricts of the Downtown SPSD must be reviewed under the Committee Procedure per 51A-7.907 (b).

Exception: All signs located in the Arts District SPSD must be reviewed by the Arts District Sign Review Committee as outlined in 51A-7.1204.

An appointment with a Zoning Consultant may be scheduled by calling 214-948-4480.

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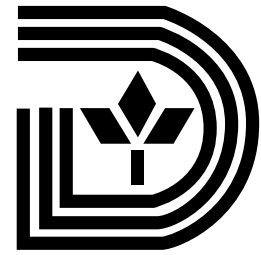
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SPECIAL PROVISION SIGN DISTRICT - CERTIFICATE OF APPROPRIATENESS PROCESS



CITY OF DALLAS

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 re-submittal 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)

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