

## Attached Sign Permit Application

### Contact Information

Street Address of Sign: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City State Zip

Name of Business: \_\_\_\_\_ Manager/Owner: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_  
City State Zip

### Sign Description

Attached Sign Illuminated?    Yes    No

Wording on Attached Sign: \_\_\_\_\_

Square Footage of Attached Sign: \_\_\_\_\_      Value of Sign: \_\_\_\_\_

Linear Feet of Building Frontage: \_\_\_\_\_  
*(For every 1 linear foot of building frontage, you are allowed 1 square foot of signage)*

Where and how is sign being attached: \_\_\_\_\_

Type of material used to construct sign: \_\_\_\_\_

***A proof, drawing, rendering or photo of sign must accompany application. Sign location must be depicted on a site plan or map – for assistance please contact Development Services Staff.***

All information must be supplied in full at the time of submittal. If information is not submitted in full the plan review process will stop immediately and all information will be given back to applicant.

**The Attached Sign Permit Application requirements are listed on the back of this application.**

*I hereby certify that the work covered by this application is authorized by the owner of the property and/or building and that I am authorized to complete this application. I further certify that the information shown above is true and correct, and I agree to comply with all of the applicable city codes and ordinances, and laws of the state of Texas, and the approved plat, plan and specifications. I further certify that I will use the subcontractor listed and approved or will contact the Development Services Department for a change order.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

## **Attached Sign Application Requirements:**

The following is a checklist of items that must be included with Attached Sign applications. Please review the City of Marble Falls Sign Ordinance while preparing an Attached Sign application. A copy of the ordinance is available upon request or can be obtained through the city's website, <http://www.marblefallstx.gov>, or directly at [www.municode.com](http://www.municode.com). Contact the Development Services Department, 830.798.7095 for more information or for any questions you may have.

General Requirements:

*Ordinance 2012-O-02C*

**A. Permanent Building Signage:** Signs, when attached to buildings shall advertise only services or products which are offered within the building to which the sign is attached.

**1. Construction/Installation Standards:** Such signs shall not extend above the roof line of such building for more than two (2) feet. Under no circumstances shall an attached sign be allowed to extend past the ends of a building or more than two (2) feet above the roof line of a building nor cover more than fifty (50) percent of the front or side of a building. Attached Signs shall not extend more than 15 inches from the face of the building surface, unless it meets the requirements to be classified as a Projected or Awning Signs, which the applicable regulations to those sign categories shall apply.

**a.** All letters and numbers shall be Typeset, and address numbers shall be attached directly to the face of the sign. Reflective surfaces are not permitted.

**b.** Lighting: Internal or External Lighting of Attached Signs is allowed.

**2. Maximum Size:** The total area of all Signs attached to the building shall not exceed one (1) square foot to each one (1) linear foot of building front. Buildings adjacent to a side street shall be allowed to include the linear footage of the side of the building adjacent to an improved side street when calculating the total allowable sign area.

**3. Awning Sign:**

**a.** Maximum Area/Allocation: Awning Signs shall be erected under the allotted square footage for total area attached to buildings as prescribed above.

**b.** Awning Signs shall not be constructed of banners or non-rigid materials, unless it is constructed as a structural element of the awning itself, such as a business name stitched into or printed upon the material of the awning canopy.

**c.** Awning Signs in the Main Street District

**i.** An Awning Sign in the Main Street District shall not project more than two feet (2') from the awning it is affixed.

**ii.** An Awning Sign in the Main Street District can project over sidewalks and walkways in the public right-of-way.

**d.** Awning Signs in all other districts:

**i.** An Awning Sign shall not project more than one foot (1') from the awning it is affixed.

**ii.** An Awning Sign shall not project over public right-of-way.

#### **4. Neon Sign**

- a. Allocation:** Neon Signs are allowed but must be erected within the allotted Attached Signs attributed to a building.
- b. Maximum Area:** Established by maximum attached Sign square footage to building.
- c. Display:** Neon Signs are prohibited from pulsing, flashing, or any other function that would create a moving sign. The display of Neon signs is to provide a form of fixed illumination.
- d. Location:** Neon Signs are prohibited from attachment to any form of detached signage. Neon Signs shall be permitted to be attached to buildings within which a business operates. Neon Signs are prohibited from attachment to accessory structures or detached structures from the primary business building.
- e. An "Open" neon sign** within a window of a business or attached to the exterior of the business shall not be counted as Sign square footage for a building allotment. An "Open" sign shall be limited to four (4) square feet.

**5. Projecting Sign:** No sign structure or sign support attached to a building shall project from the building more than two (2) feet, except for signs placed on a business in the Main Street District. Such projections must be a minimum of eight (8) feet above the walkway adjacent to the building for head clearance. Projecting Signs shall not be supported by any structural support poles, but shall be an extension of the building façade. Projecting Signs shall not extend farther than 6 feet from the building face which it is attached.

#### **B. Window Signage**

- 1. Purpose:** To maintain the functional use of windows in buildings as they are intended to be utilized and minimize the volume of signage within windows on structures.
- 2. Window signs** are permitted. The total area of all window signs on any given elevation of a building may not exceed 25% of the window area of that elevation.
- 3. No single window sign** shall exceed a fifty percent (50%) cover of the area of the window.