



SIGN PERMIT APPLICATION

Form revised 1/1/2021
Page 1 of 2

SITE INFORMATION

Project/Business Name: _____
Site Address/Location of sign: _____
Zoning Classification of site: _____
Other Zoning Classifications within 250 feet of site: _____

PROPERTY OWNER INFORMATION

Owner: _____ Contact Name: _____
Address: _____ City/State/ZIP: _____
Phone: _____ Fax: _____
Email: _____

CONTRACTOR INFORMATION

Sign Contractor: _____ Contact Name: _____
Address: _____ City/State/ZIP: _____
Phone: _____ Fax: _____
Email: _____

SIGN INFORMATION

Total number of signs requested with this permit: _____

****Please complete the following detail information for each sign or type of sign. This permit may cover more than one sign, but shall apply to only one applicant and one site/location. For a complete listing of sign types, description of acronyms and all sign requirements, please review Article 11 Signs of the Unified Development Code (UDC) available at www.town.northlake.tx.us/udc.****

Type of Sign (please check appropriate type below):

- | | | | |
|---------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> Awning | <input type="checkbox"/> Farm/Ranch Identity | <input type="checkbox"/> MTDS | <input type="checkbox"/> Projecting |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Inflatable Device | <input type="checkbox"/> Mural | <input type="checkbox"/> Special Event |
| <input type="checkbox"/> Canopy | <input type="checkbox"/> Menu Board | <input type="checkbox"/> Pole/Pylon | <input type="checkbox"/> Wall |
| <input type="checkbox"/> CRES | <input type="checkbox"/> Monument Sign | <input type="checkbox"/> PDS | <input type="checkbox"/> Other: _____ |

Sign Details (required for all signs):

Height of sign area (ft): _____
Width of sign area (ft): _____
Square footage of sign area: _____
Total number of signs of this type: _____

Additional Details for Freestanding Signs:

Overall height of sign (grade to top): _____
Setback from right-of-way (ft): _____

Additional Details for Monument & Pole/Pylon Signs:

Spacing from sign on premise (ft): _____
Spacing from sign on adjacent premise (ft): _____

****Application continued on next page. Please complete additional sign details for each sign or type of sign****

SIGN PERMIT APPLICATION

Form revised 1/1/2021
Page 2 of 2

ADDITIONAL SIGN DETAILS

Type of Sign (please check appropriate type below):

- | | | | |
|---------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> Awning | <input type="checkbox"/> Farm/Ranch Identity | <input type="checkbox"/> MTDS | <input type="checkbox"/> Projecting |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Inflatable Device | <input type="checkbox"/> Mural | <input type="checkbox"/> Special Event |
| <input type="checkbox"/> Canopy | <input type="checkbox"/> Menu Board | <input type="checkbox"/> Pole/Pylon | <input type="checkbox"/> Wall |
| <input type="checkbox"/> CRES | <input type="checkbox"/> Monument Sign | <input type="checkbox"/> PDS | <input type="checkbox"/> Other: _____ |

Sign Details (required for all signs):

Height of sign area (ft): _____
Width of sign area (ft): _____
Square footage of sign area: _____
Total number of signs of this type: _____

Additional Details for Freestanding Signs:

Overall height of sign (grade to top): _____
Setback from right-of-way (ft): _____

Additional Details for Monument & Pole/Pylon Signs:

Spacing from sign on premise (ft): _____
Spacing from sign on adjacent premise (ft): _____

ADDITIONAL SIGN DETAILS

Type of Sign (please check appropriate type below):

- | | | | |
|---------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> Awning | <input type="checkbox"/> Farm/Ranch Identity | <input type="checkbox"/> MTDS | <input type="checkbox"/> Projecting |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Inflatable Device | <input type="checkbox"/> Mural | <input type="checkbox"/> Special Event |
| <input type="checkbox"/> Canopy | <input type="checkbox"/> Menu Board | <input type="checkbox"/> Pole/Pylon | <input type="checkbox"/> Wall |
| <input type="checkbox"/> CRES | <input type="checkbox"/> Monument Sign | <input type="checkbox"/> PDS | <input type="checkbox"/> Other: _____ |

Sign Details (required for all signs):

Height of sign area (ft): _____
Width of sign area (ft): _____
Square footage of sign area: _____
Total number of signs of this type: _____

Additional Details for Freestanding Signs:

Overall height of sign (grade to top): _____
Setback from right-of-way (ft): _____

Additional Details for Monument & Pole/Pylon Signs:

Spacing from sign on premise (ft): _____
Spacing from sign on adjacent premise (ft): _____

PERMIT REQUIREMENTS (include the following information with permit application)

- Email 1 (pdf) copy of plans to M.J. Randolph: mrandolph@town.northlake.tx.us . Please send specifications including electrical wiring and the method of construction and attachment to the building or ground; plans showing position of signs upon building and/or the site in relation to buildings, structures, overhead utilities, property lines, etc.; stress sheets and calculations showing the structure is designed for dead load and wind pressure; advertising copy for each sign face.
- All drawings shall be to scale and include exact wording, symbols, logos, etc. of proposed signs.
- Additional information may be required to complete the review, including certification by a registered professional engineer if deemed necessary to insure compliance with structural requirements.
- Permit fee of \$100 due prior to issuance of permit.

APPLICANT INFORMATION

Applicant is: Owner Contractor Other: _____

I hereby certify that the foregoing information is correct to the best of my knowledge and that said work will be done in accordance with the information contained herein and in compliance with all applicable codes and ordinances of the Town of Northlake.

Applicant Name (print): _____

Applicant Signature: _____ Date: _____