



City of Alamo Heights Sign Permit Application

COMMUNITY DEVELOPMENT DEPARTMENT
6116 Broadway, San Antonio, Texas 78209
v: (210) 826-0516 f: (210) 822-5181

General Permit Information [Please print legibly]		
Project Street Address:	Application Date:	
Business Name:	Business Type:	
Please check only one: <input type="checkbox"/> Temporary <input type="checkbox"/> Temporary Permanent* <input type="checkbox"/> Permanent* <small>*(requires A.R.B. submittal and approval prior to issuance of requested permit and installation)</small>		
Sign Type: <input type="checkbox"/> Banner <input type="checkbox"/> Flat <input type="checkbox"/> Monument <input type="checkbox"/> Projecting <input type="checkbox"/> Roof <input type="checkbox"/> Portable <input type="checkbox"/> Electric <input type="checkbox"/> Special <input type="checkbox"/> Other: _____		
Sign Location:	Size:	Material:
Is Sign over <input type="checkbox"/> City property, or <input type="checkbox"/> Private property?	Elec. Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated cost of construction (includes material & labor): \$		
Expect to Start Construction:		Anticipated Completion Date:
Name of Property Owner :	Phone No:	
Name of General Contractor:	Phone No:	
Name of Applying Company:	Phone No:	
<input type="checkbox"/> Attached drawings of proposed signage and location are required <input type="checkbox"/> The issued Certificate of Appropriateness must be submitted with this application for Temporary Permanent and Permanent Signs.		

I, as the property owner of the above listed structure and property, do hereby authorize the proposed project submittal for the signs listed above.

Authorized Agent (Print principal or company name): _____

Property Owners signature: _____ Date: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing the proposed work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

Print Name of Permit Applicant: _____ Date: _____

Signature of Permit Applicant: _____

Permit Applicant is Contractor, Property Owner, or Authorized Agent



CITY OF ALAMO HEIGHTS
PUBLIC WORKS DEPARTMENT
 6116 Broadway, San Antonio, TX 78209, (210) 826-0516

ARCHITECTURAL REVIEW BOARD SIGN APPLICATION

Nine (12) copies of the submittal packets should be delivered to the Public Work's Office fifteen (15) working days prior to the hearing date.

FEE PAID: \$ _____ DATE: _____

CASE NO.: _____ HEARING DATE: _____

FACILITY AND ADDRESS: _____

POINT OF CONTACT: NAME/ADDRESS/PHONE/E-MAIL

 Requestor / Tenant (signature)

 Property Owner (signature)

 Date

 Date

- Each business, not in a shopping center, may have one sign, either a building sign or a monument sign, proportioned to the available space. Pole signs will be allowed only under very special circumstances at the discretion of the ARB, where no other viable alternative exists to sign the business.
- Each business in a shopping center or multiple occupancy building may have one building sign, proportioned to the available space, and be listed on a project directory.

APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION:

1. Full color drawing of sign to be installed, including fabrication and installation specifications.
2. Written approval of building owner of sign to be installed
3. Color photograph of building/property on which sign is to be installed and adjoining properties on both sides of subject property.

A Certificate of Appropriateness will be issued if the proposed Architectural Review Board case is approved.

OFFICE USE ONLY		
Permit Fee: \$	Balance Due: \$	A.R.B. Case#: