



City of Alamo Heights
Architectural Review Board
Sign Review Application
 COMMUNITY DEVELOPMENT SERVICES DEPT
 6116 Broadway, Alamo Heights, Texas 78209
 v: (210) 826-0516 f: (210) 822-8197

Case#: _____
 Meeting date: _____

Case #: _____
 Meeting date: _____

Date submitted: _____ **Permit No.:** _____

Address for Proposed Sign(s): _____

Legal description: NCB _____ Block _____ Lot(s) _____

Property owner's name (print): _____

Property owner's address (if different): _____ Zip Code: _____

Property owner's phone#: _____ Email address: _____

(if different than owner)

Applicant's name (print): _____

Applicant's address (if different): _____ Zip Code: _____

Applicant's phone#: _____ Email address: _____

Owner/Applicant is requesting permission to erect, construct, or install the following signs:

- Front, Side, and/or Rear Façade signs Proposed Dimensions: ___h x ___w x ___d
- Canopy and/or Awning signs *(Max. 24sq ft and shall not project above the top of the canopy or awning it is constructed upon)* Proposed Dimensions: ___h x ___w x ___d
- Monument Sign (Ground Sign) *(Max. 6ft height, 24sq ft area)* Proposed Dimensions: ___h x ___w x ___d
- Freestanding Sign Proposed Dimensions: ___h x ___w x ___d
- Door/Window Decals/Etching *(includes business descriptions, logos, business names, etc.) (Total area of the sign shall not exceed ten (10) percent of the window surface area and three and one-half (3.5) square feet sign area, whichever is less.)* Percentage of area: ___% Proposed Dimensions: ___h x ___w
- Projecting Sign *(Max. 8ft projection from building façade and min. 8ft above walkway adjacent to building.)* Proposed Dimensions: ___h x ___w x ___d
- Shopping Center's Directory Sign
 - Replacing previous tenant's in existing size and location
 - Replacing previous tenant's in different size and location
- Other (see Chapter 15, Sign Regulations, Sec. 15-32):
Please describe _____

I, _____, certify that each type of sign marked above must be included with the submitted application and required plan documents and that all plan documents listed within the attached checklist have been submitted as required. I further understand that the meeting date cannot be confirmed and no case will be scheduled for a meeting until all required documents have been received, a full plan review of the submitted packets has been completed, and plans have been found in compliance with all applicable ordinances.

Signature of Property Owner (required): _____

Date: _____

Signature of Applicant (required): _____

Date: _____

City of Alamo Heights
Community Development Services Department
Letter of Authorization

Date: _____

Applicant/Applicant Representative(s) understands the following:

1. If the Board fails to approve any portion of a request and recommends that changes be made in the plans and specifications, within five (5) days the applicant shall notify the Community Development Services Department as to whether the applicant will address the recommended changes, and will present revisions to the Board/Commission or whether the applicant will withdraw the request.
2. Within ten (10) days from receipt of the Board/Commission's recommendation, the City Manager or designee shall notify the applicant as to whether his request has been continued, approved, conditionally approved or denied.
3. If the applicant does not concur with a Board's action, appeal to the City Council must be made within thirty (30) days after receipt of the board's ruling.
4. If a Certificate of Occupancy has not been approved for this property, an application for Certificate of Occupancy must be submitted for zoning review prior to or along with this application. The proposed use of the space must be approved per Chapter 3 Zoning Ordinance: Permitted Uses Table prior to the proposed sign being scheduled for the Board's review.
5. APPROVAL BY ANY BOARD OR COMMISSION DOES NOT TAKE THE PLACE OF A PERMIT. IF APPROVED BY THE BOARD, PERMITS MUST BE OBTAINED FROM THE COMMUNITY DEVELOPMENT SERVICES DEPARTMENT LOCATED AT CITY HALL, 6116 BROADWAY PRIOR TO INSTALLATION OF THE SIGNS. UPON COMPLETED INSTALLATION, INSPECTIONS OF ALL SIGNS MUST BE REQUESTED BY CALLING (210) 826-0516.

*****PLEASE BE ADVISED THAT THE ARCHITECTURAL REVIEW BOARD HAS A POLICY OF ONLY HEARING A CASE WHEN THE OWNER OR THE OWNER'S REPRESENTATIVE IS PRESENT TO PRESENT THE CASE.*****

I hereby authorize _____ of _____
(name) (company (if applicable))
at _____ to represent me in matters pertaining to this case.
(address)

Property owner's name (print): _____

Property owner's address: _____ City/State _____ Zip Code _____

Property owner's phone#: _____ Email address: _____

Property owner's signature **(Required)**: _____

ARCHITECTURAL REVIEW BOARD SIGN REVIEW REQUIRED PACKET CHECKLIST

NO CASE will be placed on the agenda if **ALL** materials are not on file by the deadline date. All plan documents required for sign review must be architectural type plans which are drawn/printed to-scale (so staff is able to measure accurately from plans) and fully dimensioned. Any last-minute changes must be shown on revised plans and must be submitted to staff prior to the meeting in the quantity required for the original submittal. Please note that last-minute revisions may delay your case.

All **sign application packets** for the board review must be submitted as follows unless specifically written:

- One (1) Electronic (pdf) copy of the application/packet documents on a USB**; only one (1) USB is required
 - Two (2) 11"x17"** (maximum size) color copies, and **One (1) electronic copy** (pdf formatted files on USB), of ARB sign packets. Each packet is required to include the following:
 - Copy of Page 1 of the Boards and Commission Sign Review Application
 - Detailed, written description (i.e., cover letter) of the proposed project review:
 - Describe the scope of your project, including any proposed window/door decals, banner, awning signage, etc.
 - Describe any illumination/lighting (i.e., are you illuminating the sign(s)? How? What type of electrical?)
 - Site plan of project site indicating all proposed sign locations & property line(s) (all signs includes decals or etching)
 - Scaled** drawing(s) showing sign in relation to existing structure, including:
 - Type of materials to be used for sign (noted on plans/drawings)
 - Colors (samples) as applied to sign (noted on plans/drawings)
 - Size/style of lettering (noted on plans/drawings)
 - Photographs of existing structure and all exterior sides affected by proposed work (including photo(s) taken from street view)
 - Photograph of location of proposed signage on structure/property (*To show perspective, include 2+ tenants on each side of your proposed signage location in panoramic style*)
- A. Fees**
- \$100 board review fee is due upon submission of the required application and documents**
 - \$125 sign permit fee will be due, if approved, prior to issuance of a permit. (Do not submit this fee with your application.)**

NOTE: PLEASE BE ADVISED THAT A STAFF MEMBER FROM THE COMMUNITY DEVELOPMENT SERVICES DEPARTMENT MAY VIDEO TAPE OR PHOTOGRAPH YOUR PROPERTY FOR THE SCHEDULED BOARD OR COMMISSION MEETING.

Property Owner Signature (Required): _____

Date: _____