



Boards & Commissions

Sign

Review Application

COMMUNITY DEVELOPMENT SERVICES DEPT
6116 Broadway, Alamo Heights, Texas 78209
v: (210) 826-0516 f: (210) 822-8197

Case#: \_\_\_\_\_
Meeting date: \_\_\_\_\_

Meeting date: \_\_\_\_\_

Date submitted: \_\_\_\_\_ (Completed application and packet must be submitted at least 22 calendar days prior to the scheduled board meeting date.)

Address for Proposed Sign(s): \_\_\_\_\_

Legal description: NCB \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Property owner's name (print): \_\_\_\_\_

Property owner's address (if different): \_\_\_\_\_

Property owner's phone#: \_\_\_\_\_ Email address: \_\_\_\_\_

(if different than owner)

Applicant's name (print): \_\_\_\_\_

Applicant's address (if different): \_\_\_\_\_

Applicant's phone#: \_\_\_\_\_ Email address: \_\_\_\_\_

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

- Front Façade, Canopy, or Awning sign Dimensions: \_\_\_ x \_\_\_ x \_\_\_
Previous tenant's sign dimensions: \_\_\_ x \_\_\_ x \_\_\_
Side or Rear Façade, Canopy, or Awning sign Dimensions: \_\_\_ x \_\_\_ x \_\_\_
Previous tenant's sign dimensions: \_\_\_ x \_\_\_ x \_\_\_
Monument / Freestanding sign Dimensions: \_\_\_ x \_\_\_ x \_\_\_
Previous tenant's sign dimensions: \_\_\_ x \_\_\_ x \_\_\_
Door Decals/Etching (includes business descriptions, logos, business names, etc.)
Window Decals/Etching (includes business descriptions, logos, business names, etc.)
Shopping Center's Directory Sign
Replacing previous tenant's in existing size and location
Replacing previous tenant's in different size and location
Other: Please describe \_\_\_\_\_

An approved Certificate of Occupancy for the proposed signs associated business was issued on \_\_\_\_\_. If one has not been approved, an application for Certificate of Occupancy must be submitted for zoning review along with this application.

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. 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 PLANNING & 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.

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/Commission 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/Commission's recommendation, appeal to the City Council must be made within thirty (30) days after receipt of the board's recommendation.
4. 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.

**\*\*\*PLEASE BE ADVISED THAT THE COMMISSION 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 \_\_\_\_\_

Property owner's phone#: \_\_\_\_\_ Email address: \_\_\_\_\_

Property owner's signature: \_\_\_\_\_

City of Alamo Heights  
**SIGN**  
**SUBMITTAL PROCESS**

**I. Architectural Review Board: Sign Review Packet**

**NO CASE will be placed on the agenda if ALL materials are not on file by the deadline date.** Any last-minute changes must be shown on revised plans and must be submitted to staff prior to the meeting. Last minute revisions must be provided in the quantity required for the original submittal.

**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.**

**Please mark each category appropriately and submit with your application.**

All **application packets** for a Board or Commission sign review must be submitted as follows unless specifically written:

- Board submittals must be stapled or clipped together as “packets” (this is your “packet” that will be submitted to the Architectural Review Board members for review); due to space limitations, please, no binders or z-folding of paper
- Two (02)** 11”x17” (maximum size) color copies, and **One (01) electronic copy** (pdf formatted files on CD), 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. Fee**

- \$100 board submittal fee is due upon submission (Sign permit fees will be due prior to issuance of any sign permits if approved by the board)**

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

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Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_