

City of Coldspring  
P. O. Box 247  
14211 Highway 150 W  
Coldspring, Texas 77331  
P: (936) 0653-3289  
F: (936) 653-5278

**SIGN PERMIT APPLICATION FORM\***

This form shall be submitted with each application for a sign permit.  
**RECOMMENDATION:** Receive sign permit approval before sign is made

**CONTACT INFORMATION**

**Applicant**

**Property Owner (if different)**

Name

Name

Street Address

Street Address

City, State Zip

City, State Zip

Phone

Phone

Fax

Fax

Email

Email

**Architect (if different)**

**Sign Contractor (if different)**

Name

Name

Street Address

Street Address

City, State Zip

City, State Zip

Phone

Phone

Fax

Fax

Email

Email

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**Property Profile**

Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
(subdivision) (Lot) (Block)

Present Use of Property: \_\_\_\_\_

Proposed Use of the Property: \_\_\_\_\_  
\_\_\_\_\_

Total Area of Site: \_\_\_\_\_

**Which of the following best describes the proposed work?**

- ☐ New Sign
- ☐ Alteration to existing sign
- ☐ Addition to an existing sign, size increased by \_\_\_\_\_ %

**Type of sign, check all that apply:**

- |                                               |                                                     |                                                       |
|-----------------------------------------------|-----------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Freestanding         | <input type="checkbox"/> Monument                   | <input type="checkbox"/> Projecting                   |
| <input type="checkbox"/> Sign on awning       | <input type="checkbox"/> Fascia sign, over 400 lbs. | <input type="checkbox"/> Fascia sign 400 lbs. or less |
| <input type="checkbox"/> Painted wall/adhered | <input type="checkbox"/> Pitched roof               | <input type="checkbox"/> Sign on marquee              |
| <input type="checkbox"/> Other: _____         |                                                     | <input type="checkbox"/> Sign attached to canopy      |

**Proposed sign dimensions**

| Width of sign face | Height of sign face | Overall sign height | Depth of fascia sign | Total Area of Sign |
|--------------------|---------------------|---------------------|----------------------|--------------------|
| ft                 | ft                  | ft                  | ft                   | ft                 |

**Proposed sign dimensions**

- [Y] [N] Do you have permission of the property owner to erect this sign?
- [Y] [N] Changing image features? If yes, area of change \_\_\_\_\_ sq. ft. [Y] [N] Illuminated?

Applicant's signature \_\_\_\_\_

Applicant's name, printed \_\_\_\_\_ Applicants phone# \_\_\_\_\_

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**ALL SIGNS are required to be compliant with City Ordinance # 2007-08**

**Provide elevation drawing of the sign on a separate sheet, include;**

- 1. All details and dimensions of the sign**
- 2. Type of material and all dimensions of supports and footings**
- 3. Clearance above ground**
- 4. Distance of any projection over the right-of-way**
- 5. If the sign will be attached to a building, show the building roof line for the wall on which the sign will be mounted.**
- 6. Type of lighting.**

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**SIGN PERMIT APPLICATION FEE SCHEDULE**

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

**Permit No.** \_\_\_\_\_

1. **Proposed Sign Type : (enter quantity)**  
\_\_\_\_\_ **Window Sign or Nameplate \$25.00**  
\_\_\_\_\_ **Attached Sign < 160 sq. ft. \$35.00**

\_\_\_\_\_ **Freestanding Sign < sq. ft. \$50.00**  
\_\_\_\_\_ **Freestanding Sign > sq. ft. \$75.00**  
\_\_\_\_\_ **Multi Tenant Sign \$100.00**

**Total Fees: \$** \_\_\_\_\_

**PLEASE ALLOW 5 TO 10 WORKING DAYS FOR SIGNAGE PLAN APPROVAL.**

**Property Owners Signature:**

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

**Signed:** \_\_\_\_\_

**Tenant/Applicants Signature:**

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

**Signed:** \_\_\_\_\_