



SIGN PERMIT APPLICATION CHECKLIST

APPLICANT AND PROJECT INFO

Applicant Name: _____
 Applicant Phone #: _____

Project Name: _____
 Project Location: _____

This checklist is intended to provide information and data needed to constitute a complete application. A request for a Sign Permit will require review by staff and approval by the Planning Director. In accordance with UDC Article 4 Sign Regulations. Incomplete applications will not be accepted.

Type of Application	Type of Sign	Section of Code
<input type="checkbox"/> Permanent Sign Permit 4.2.2.D, 4.2.2.E & 4.2.2.F	Wall Sign	4.2.2.D.1 & 4.2.2.F.3
	Individual Monument Sign	4.2.2.D.2.(i) & 4.2.2.F.1
	Multi-tenant Monument Sign	4.2.2.D.2.(ii) & 4.2.2.F.2
	Awning Sign	4.2.2.D.3 & 4.2.2.F.4
	Hanging Sign	4.2.2.D.4 & 4.2.2.F.5
	Blade Sign	4.2.2.D.5 & 4.2.2.F.5
	Canopy Sign	4.2.2.D.6 & 4.2.2.F.6
	Window Sign	4.2.2.D.7 & 4.2.2.F.7
	Order Board	4.2.2.D.8 & 4.2.2.F.8
	Menu Board	4.2.2.D.9 & 4.2.2.F.8
	Wayfinding Sign	4.2.2.D.10 & 4.2.2.F.9
	Directional Sign	4.2.2.D.11 & 4.2.2.F.9
	Sidewalk Sign	4.2.2.D.12 & 4.2.2.F.10
	Ancillary Sign	4.2.2.D.13 & 4.2.2.F.11
Sign on Public School Campus	4.2.2.E	
<input type="checkbox"/> Temporary Sign Permit 4.2.2.C	Temporary Wall Banner Sign	4.2.2.C.2
	Temporary Ground Sign	4.2.2.C.3
	Temporary Window Sign	4.4.2.D.7.(ii)

MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate MyGovernmentOnline User Guide available at <http://www.MyGovernmentOnline.org/>

APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted Fee Schedule is available on the City Website: <http://www.BeeCaveTexas.gov/>

SIGN PROCESS

The process for applying for a Sign Permit involves the following steps:

1. Submittal of Application and Completeness Check: The applicant will provide all required documents and fees along with the signed application and applicable checklist for a completeness check. The Sign Administrator will review the application for completeness (4.3.1.C.1). If the Sign Administrator finds that the application is incomplete, they will send to the applicant a notice of the specific issues or deficiencies that prevent them from issuing the permit, with citations to applicable portions of Article 4.

The application will remain valid for 45 calendar days. If the applicant does not submit all required information within 45 days of the original submittal date of the permit, the permit is void and a new permit is required.

2. Action: If the application is complete, the Sign Administrator will either:
 - a. Approve the Sign Permit if the proposed sign(s) conform to the requirements of this Article 4, or
 - b. Deny the sign permit if the proposed sign(s) do not conform to the requirements of this Article 4, with citations to applicable portions of this Article 4.
3. Final:
 - a. Once a Sign Permit is approved, the applicant must erect or install the sign within 180 calendar days in accordance with the approved permit. If construction has not been completed within 180 calendar days, the permit is void and a new permit is required unless the a written request for extension is approved.
 - b. During the construction of the sign the City staff may inspect the sign at any time. At least one inspection is required before the permit can be closed (4.3.1.D.2).

SUBMITTAL DOCUMENTS

The following is grouped into the electronic documents that will be required for submittal. The list below each document heading shows the individual items that are to be combined to form the PDF document. Choose the applicable sign review type – permanent or temporary – to determine the required review submittal materials. Please, flatten all PDF before submittal and rename documents for easy readability.

- Application Information**
 - Notarized Verification of Land Ownership Form
 - Authorization Agent Designation Form (if applicant different than owner)
- Fees**

Required Review Submittal Materials

Permanent Signage Review

- Complete construction drawings for any proposed signs, to include
 - Site plan and building and sign elevations depicting sign locations on building or ground
 - Means of attachment of sign to ground or building
 - Material of sign
 - Dimensioned/scaled sign renderings
- Landscape plan for Monument Sign in accordance with City ordinance requirements
- Color sketch or color photograph of the sign and building, as well as any contiguous street or buildings in order to display how the proposed sign appears in relation to surroundings
- Lighting Plan and rendering of sign as it will appear at night as applicable

Temporary Signage Review

- Position of the sign on the building or ground, including:
 - Site plan and building and sign elevations depicting sign locations on building or ground
 - Means of attachment of sign to building or ground
 - Material of sign
 - Text on proposed sign
 - Size of sign
- Color sketch or color photograph of the sign and building
- Date(s) sign will be erected