



# SPECIAL PURPOSE SIGN DISTRICT APPLICATION

Case# \_\_\_\_\_

*Prior to submitting an application, the applicant's representative shall discuss the request with the Development Services Department.*

Project Name: \_\_\_\_\_

**Legal Description if not Platted**

Abstract Name: \_\_\_\_\_ Abstract #: \_\_\_\_\_ Tract #: \_\_\_\_\_

**Legal Description if Platted**

Subdivision Name: \_\_\_\_\_ Block #: \_\_\_\_\_ Lot(s) #: \_\_\_\_\_

Property Address or Location: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Application Fee: \$500.00

Total Fee: \_\_\_\_\_

**Application Materials:**

- o A detailed explanation and justification of the request. The explanation shall include the requested deviations from the Sign Ordinance.
- o Three (3) copies of exhibits prepared in accordance with the special purpose sign district checklist and other information as requested by Town staff.
- o Special Purpose Sign District Checklist
- o A compact disc (CD) or flash drive with .pdf .dwg files of all plat/plans and exhibits
- o Application fees
- o Tax statement for the subject property showing no delinquent taxes

**Property Owner Information: (Must include every property owner within the district.)**

Name of Person Authorized to Sign Application as Owner: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Check one of the following:

- o I will represent the application myself, or
- o I hereby designate \_\_\_\_\_ (printed name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated representative shall be the principle contact person for responding to all requests for information.

Project Representative Information

Name of Person Authorized to be Project Representative: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

THE STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ (printed owner's name) the undersigned, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

\_\_\_\_\_  
Owner(s) Signatures

SUBSCRIBED AND SWORN TO before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Seal

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Office Use Only

Case # \_\_\_\_\_ Accepted By: \_\_\_\_\_ Date \_\_\_\_\_