

## **Single-Tenant Monument Sign Permit Submittal**

**Definition:** ***Monument Sign*** (*Town of Prosper Sign Ordinance*): a permanent freestanding sign that is supported from grade to the bottom of the sign, having or appearing to have a solid and opaque base independent of the principle building or structure, and is generally used to identify the name of a business and/or development on the property.

Please submit the following documentation thru our [online permitting portal](#) to apply for a single-tenant monument sign:

### **Required Submittal Documents:**

#### **ENERGOV SUBMITTAL TYPE: SIGN**

1. **Site Plan (Survey).**
  - Location of the proposed sign
  - Distances from proposed sign to adjacent property lines.
  - Location of any easements within the vicinity of the proposed sign location.
2. **Construction Plan.**
  - Renderings of the proposed monument sign.
  - Dimensions of the proposed monument sign (length and height).
  - Engineer sealed plans:
    - Foundation
    - Entire structure (if sign is over 8' in height)

### **Specific Requirements:**

1. Maximum Total Sign Area: 64 square feet
2. Maximum Height: 8 feet
3. Minimum Setback: 15 feet from all property lines, however, may be reduced to 1' if located in the City of Irving waterline easement, with approval documentation from Irving, or the area designated as the "Old Town District" in the Town's future land use plan.
4. Minimum 12" masonry base (above grade).
5. Minimum 1' masonry with mortar border on all sides.
6. Maximum 1 sign per street frontage per lot.
7. Shall be constructed of the same primary masonry materials as the front building façade of the principal building on the same lot and shall be of similar architectural style.
8. Changeable Electronic Message Center component allowed on lots adjacent to a major thoroughfare.
  - Maximum 50% of the effective sign area

### **Reference Documents (as applicable):**

- [Town of Prosper Sign Ordinance](#)