

Model Home Monument Sign Permit Submittal

Definition: ***Model Home Monument Sign*** (*Town of Prosper Sign Ordinance*): A temporary freestanding sign located within a residential district on a lot containing either a model home that is open to the public for view by customers or a construction or sales trailer for the purpose of builder identification.

Please submit the following documentation thru our [online permitting portal](#) to apply for a model home 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 model home monument sign.
 - Dimensions of the proposed model home monument sign (length and height).
 - Foundation Design

Specific Requirements:

1. Maximum Total Sign Area: 24 square feet
2. Maximum Height: 4 feet
3. Minimum Setback: 10 feet from all property lines. May be reduced to 3' if located on a townhome lot, however, shall not block visibility on a corner lot.
4. Minimum 12" masonry base (above grade).
5. Maximum 1 sign per lot that a model home or sales trailer is constructed upon. Maximum of two lots per builder per platted subdivision.
6. 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.
7. Model Home Monument Sign shall be removed prior to final inspection of home when model is transitioned to a single-family dwelling or upon removal of sales trailer from same lot.

Reference Documents (as applicable):

- [Town of Prosper Sign Ordinance](#)