

Development Sign Permit Submittal

Definition: *Development Sign (Town of Prosper Sign Ordinance):* A temporary freestanding sign intended for display for a limited period of time and is designated with a timeframe as referenced in this article.

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

Required Submittal Documents:

ENERGOV SUBMITTAL TYPE: SIGN

WORK CLASS: DEVELOPMENT

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 development sign.
 - Dimensions of the proposed development sign face (length and height).
 - Overall height of the proposed development sign (including supports).

Specific Requirements:

1. Maximum Effective Sign Area: 32 square feet
2. Maximum Height: 8 feet
3. Minimum Setback: 15 feet from any property line.
May be reduced to 1' if within the "Old Town District" OR when located in the City of Irving waterline easement adjacent to US 380 (with approval documentation from the City of Irving).
4. Shall not face a residential neighborhood, unless separated by a major thoroughfare.
5. Maximum 1 sign property/street frontage. (Along DNT or US 380 corridor: 2 signs property/street frontage.)
6. Minimum Spacing: 200 feet between signs, if allowed per Item #5 above).
7. Single-family and Two-family Lots: shall not be located on a lot that contains a structure.
8. ***Development signs shall have the date of placement and the permit number of the sign, in letters not less than one inch in height, to be at the front bottom right corner of the proposed sign.***
9. Removal: Single-family/Two-family Zoning: 95% of the homes within the subdivision advertised have passed building final inspection.
Agricultural/multi-family/non-residential Zoning: 90% of finish out spaces are complete or prior to certificate of occupancy issuance.

Reference Documents (as applicable):

- [Town of Prosper Sign Ordinance](#)

This document is for informational purposes only and serves to provide guidance for information required to be submitted for the type of permit referenced in the title. This document is not an all-inclusive list of requirements and shall not be relied on in place of official regulations and/or policies.

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