



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: \$

Total Fee: _____

Application Materials:

- A detailed explanation and justification of the request. The explanation shall include the requested deviations from the Sign Ordinance.
- Exhibits prepared in accordance with the special purpose sign district checklist and other information as requested by Town staff.
- Special Purpose Sign District Checklist
- .pdf and .dwg files of all plat/plans and exhibits
- Application fees
- 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:

- I will represent the application myself, or
- 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

Office Use Only

Case # _____ Accepted By: _____ Date _____