



City of Jersey Village

Public Works Department

16327 Lakeview Dr.
 Jersey Village, TX 77040
 Permit: 713-466-2110 Fax: 713-466-2138
 JerseyVillage.info

Sign Permit Application

APPLICANT REQUIREMENT CHECKLIST

- Plan check fee \$35.00**
- Completed Application Form
- Scaled Drawing** of the property showing location of all buildings/structures and location of the proposed sign, including setbacks for ground signs and Landscape plan where applicable
- Drawing of the proposed sign with dimensions labeled
- A **Final Inspection** must be conducted by the Engineer Tech/ Building Inspector when the sign has been constructed (includes Landscape, if applicable)
- Reface Only:** Photograph of the existing sign to be replaced, dimensions of the sign, location on the property, and Landscape Plan, if applicable
- Ground Sign:** See Landscape agreement on next page.
- Illuminated Signs:** Submit Electrical Permit Application (Additional fees required for the Electrical Permit)

PROPERTY INFORMATION

(PLEASE PRINT)

 STREET NUMBER STREET NAME

JERSEY VILLAGE TX
 CITY STATE ZIP

ZONING DISTRICT: _____

SIGN CONTRACTOR

(IF APPLICABLE)

CURRENT REGISTRATION? YES NO

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

PHONE: _____

PROPOSED SIGN INFORMATION

<p>TYPE OF SIGN: (CHECK ALL THAT APPLY)</p> <p><input type="checkbox"/> Wall (Bldg. wall &/or Fascia)</p> <p><input type="checkbox"/> Pole</p> <p><input type="checkbox"/> Monument</p> <p><input type="checkbox"/> Canopy</p> <p><input type="checkbox"/> Other</p>	<p>USE OF SIGN:</p> <p><input type="checkbox"/> Identification</p> <p><input type="checkbox"/> General Bus.</p> <p><input type="checkbox"/> Institutional</p> <p><input type="checkbox"/> Apartment</p> <p><input type="checkbox"/> Tenant Panel</p> <hr/> <p>Illuminated?</p> <p><input type="checkbox"/> Yes; Type of lighting: _____</p> <p><input type="checkbox"/> No</p>	<p>Dimension of Sign:</p> <p>_____ Height</p> <p>_____ Width</p> <p>_____ Setback</p> <p>_____ Sign Face Area</p> <p>_____ No. of Faces</p> <p><small>See sign Ord. Fig. 14-249A</small></p>	<p>Sign Design & Wording: _____</p> <p>_____</p> <p>_____</p> <p>Wall Fascia Dimensions: _____</p> <p>_____</p> <p>Street Frontage at Main Entrance to Building (for single occupant detached building): _____</p> <p>_____</p>
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BUSINESS OWNER

(Please Print)

Business Name _____

Business Owner's Signature _____

PROPERTY OWNER & TENANT ACKNOWLEDGEMENT

TO BE SIGNED BY PROPERTY OWNER & TENANT, NOT SIGN CONTRACTOR

Landscaping Acknowledgement: Section 14-309(b)(6): A landscaped area not less than ten feet in width shall be located around the supporting structure of each ground sign and extending not less than three feet beyond each end. A hedge or other durable planting, which is not less than one foot in height at the time of planting and which will attain an average height of at least three feet shall extend the entire length and width of the required landscaped setup. Two flowering trees, not less than eight feet in height, shall be located within the required landscape setup. The remainder of the landscaped setup may be in grass or a decorative ground cover.

Applicant's Signature _____

Date _____

Email _____

Property Owner's Signature _____

Date _____

Email _____

Annual Operating Fees: I HEREBY AGREE THAT I MAY BE RESPONSIBLE FOR AN ANNUAL SIGN FEE DUE BY DECEMBER 31ST FOR THE UPCOMING YEAR. I UNDERSTAND THAT I WILL BE NOTIFIED IF AN ANNUAL SIGN FEE IS REQUIRED ONCE THE SIGN PLANS HAVE BEEN APPROVED. YOU MAY FORWARD THIS INVOICE AMOUNT TO THE PERSON/ESTABLISHMENT LISTED BELOW.

Business Name: _____

Contact Person: _____

Address (this is where we will mail the invoice): _____

City: _____ State: _____ Zip: _____

Email address: _____

Business Owner's Signature _____

Date _____

Email _____

CONTRACTOR'S ACKNOWLEDGEMENT

I HEREBY AGREE NOT TO ALTER OR DEVIATE FROM THE CONSTRUCTION, AS SHOWN, HEREON, WITHOUT WRITTEN APPROVAL FROM THE SIGN ADMINISTRATOR FOR THE CITY OF JERSEY VILLAGE. I ALSO UNDERSTAND THAT IF THE PROPOSED SIGN IS MANUFACTURED PRIOR TO PERMIT APPROVAL, I WILL NOT HOLD THE CITY OF JERSEY VILLAGE LIABLE IN THE EVENT THE SIGN PLAN IS DENIED.

Contractor's Signature _____

Date _____

Email _____

Applicant's Signature _____

Date _____

Email _____

- - - - - **FOR OFFICE USE ONLY** - - - - -

APPROVED BY: _____ DENIED BY: _____

DATE: _____ PERMIT NO. _____ EXPIRES: December 31 Annually

TOTAL FEES: (A+B) _____ ANNUAL OPERATING FEE: _____

A. FEE CALCULATIONS:

\$50.00 FIRST 32 SQ. FT.	\$50.00	
>32 SQ.FT. @ \$0.30 SQ.FT. = SQ.FT. _____ X \$0.30 = \$ _____		+ \$ _____
	SUB-TOTAL \$ _____	

B. FEE ANNUAL OPERATING: ON-PREMISE

\$10.00 FIRST 50 SQ.FT.	\$10.00	
>50 SQ.FT. @ \$0.15 SQ.FT. = SQ.FT. _____ X \$0.15 = \$ _____		+ \$ _____
	TOTAL \$ _____	

OFF-PREMISE

\$60.00 FIRST 200 SQ.FT.	\$60.00	
>200 SQ.FT. @ \$0.20 SQ.FT. = SQ.FT. _____ X \$0.20 = \$ _____		+ \$ _____
	TOTAL: \$ _____	

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