

**CITY OF HARLINGEN BUILDING INSPECTIONS DIVISION**  
**SIGN PERMIT APPLICATION (ALL FILLS MUST BE COMPLETED)**

**PROPERTY INFORMATION:** (Please PRINT or TYPE)

Project Address \_\_\_\_\_ Nearest Intersection \_\_\_\_\_  
 Name and type of Business with which sign is associated \_\_\_\_\_  
 Existing Zoning Designation \_\_\_\_\_ Total area of all existing signs on property \_\_\_\_\_  
 Is sign located in the Downtown Improvement District  Yes  No

**OWNER/CONTRACTOR INFORMATION:** (Please PRINT or TYPE)

Contractor's Name \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
**Email Address** (for project correspondence only): \_\_\_\_\_  
 Contractor's Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
**Email Address** (for project correspondence only): \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Estimated Project Cost: \$** \_\_\_\_\_

Sign(s) Proposed via this permit application:

	<u>Dimensions</u>	<u>Sign Area (sf)</u>	<u>Height</u>	<u>Illumination / # of Circuits</u>
<input type="checkbox"/> Wall/Building/Roof Sign(s).....	_____	_____	_____	_____
<input type="checkbox"/> Pole/Monument/Free Standing Signs...	_____	_____	_____	_____
<input type="checkbox"/> Temporary Signs.....	_____	_____	_____	_____
<input type="checkbox"/> Off-premise Advertising Sign.....	_____	_____	_____	_____

**Please provide a basic description of the proposed project:** \_\_\_\_\_

**SUBMITTAL CHECKLIST**

*Please submit the following items along with the completed application on the reverse side of this form. The project cannot be reviewed for compliance unless all applicable items have been submitted and are complete.*

Complete

- Application for a sign permit (see above).
- Site plan showing: (1) all existing and proposed free standing signs (both on premise and off-premise) and the distances between each, and (2) all existing buildings on the property and the dimensions of each.
- Plan Details** indicating the following, (Installation Methods and Materials, Anchorage Type, Footings, Illumination type, number of circuits required, etc.)
- Wind load.** Pole Mount/Monument/Free Standing Signs and Roof Signs 25 feet and over the finish floor will require an Engineer Sealed Plan with design and construction withstanding 125 M.P.H.
- Dimension in liner feet of all walls fronting streets. (Walls used to figure amount of allowable signage.)

- Building elevation drawings or pictures showing all existing/proposed building/wall signage and the dimensions of each sign.

**Important Notes**

- The City’s sign regulations are available via the City’s Planning and Zoning Division located at the Lon C. Hill building at 502 E. Tyler, and at the division’s web page at <http://www.myharlingen.us/planning.htm>. **(Ordinance #09-13 sect. 12)**
- All signs requiring permits shall be erected only by a sign contractor registered with the City of Harlingen, and shall comply with the applicable provisions of the currently adopted versions of the International Building Code and the National Electrical Code.
- The maximum available sign area for all signs on a property (including free-standing, wall) is determined by the zoning district in which the property is located and the amount of linear building frontage that faces a street.
- Signs cannot be placed in the public right-of-way or in a manner that obstructs traffic or vehicular sight visibility.
- Off-premise signs (signs on a property that advertise a business or service that is not located on that property) are subject to certain size and distance limitations to other off-premise signs and certain institutional and public uses.
- Properties containing non-conforming signs (i.e. signs that do not comply with current City requirements) *may* not allow for the issuance of additional sign permits until the non-conforming sign(s) comply with the current City sign regulations.
- All signs must remain current which includes good structural condition, without broken faces, faded, chipped, or missing letters, and not advertising a defunct or vacated business.
- Portable signs shall be secured to the ground with 3-foot rebar stakes and shall have proper electrical connections.
- Appeals to the conditions of the City’s sign regulations are to the Zoning Board of Adjustment (ZBA). The ZBA may only consider granting variances if a hardship exists (other than monetary) that would result due to some condition or physical characteristic of the lot/tract that makes it impossible to follow the ordinance through no fault of the property owner. A 4/5-majority vote (a “super-majority”) of the ZBA is required to grant any variance.

I hereby certify that I am the owner and/or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect the permit or approval may be revoked. I also understand that any associated electrical work shall require a separate electrical permit. I understand that all signs within the City limits of Harlingen are governed by Section 12 (Sign Regulations) of the Zoning Ordinance and, as such, compliance with such regulations is required. I understand that any sign erected without the appropriate City permit(s) will result in a permit fee two (2) times the permit fee that would otherwise be required, and may also result in citations each and every day of violation.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

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