

SIGN PERMITS

Revised November 2007

All sign permits must include the following information.

Failure to provide all necessary information may result in the denial of the permit.

For ATTACHED SIGNS (also known as WALL SIGNS or BUILDING SIGNS):

- Provide a site plan showing the building on the site in relation to the adjacent streets. Show the locations of the signs and which side of the building they are located on. This site plan can be hand drawn.
- If the sign is for a tenant lease space in a larger building, show the location of the lease space in relation to the rest of the building, and in relation to the adjacent streets.
- Provide a drawing or a photograph of the wall in which the sign will be located, and show the location of the sign on that façade. If the sign is to extend above the roofline, show the roofline on the plan.
- Provide the dimensions of the sign, length and width, in inches or feet and inches.
- Provide the size of the sign in square footage.
- Logos are also considered signage and need to be included in the calculation.
- If there are multiple signs, provide the dimensions and square footage of each, separated.
- Provide the area of the façade on which the sign is to be located. Windows and doors are considered parts of the façade. In many cases, this is simply the length of the lease space multiplied by the height of the building. Provide these dimensions on a site plan, drawing, or photograph.

For GROUND SIGNS (Single Tenant or Multi-Tenant):

- Provide a site plan indicating the location of the sign. Include setback distances of the sign from the property lines.
- Show the locations of any other signs on the subject property on the site plan, and the distances between new and existing signs.
- Show any other site features relative to the site, such as parking spaces, sidewalks, driveways, easements, and other pertinent features or information at the site of the sign.
- Sign cannot be located in a sight visibility area (at a driveway or a street). Show any driveways or adjacent streets on the site plan, or the distance of the sign to any street or driveway.
- Provide the height of the ground sign.
- Provide the size of the sign. Provide the dimensions of the sign.
- Provide the square footage of the sign.
- If the sign has any electronic message areas, provide the square footage of the electronic display area. The electronic display area is limited as explained in the ordinance.
- If the sign has any electronic message areas, provide the color of the message display.
- If the sign has any electronic message areas, each message displayed must be static or depicted for a minimum of 6 seconds. Scrolling messages are permitted, but must conform to the minimum of 6 seconds of static display. Add a note to the plan indicating your understanding of this requirement.

Section 4.1.2.6 Sign Permit

- (a) **Purpose.** The purpose of a sign permit is to authorize the display, erection, rebuilding, expansion or relocation of any non-exempt sign authorized under the UDC.
- (b) **Applicability.** A sign permit is required within the City limits for all non-exempt signs, and for off-premise signs in the City's extraterritorial jurisdiction.
- (1) All signs, whether or not a sign permit is required under this section, shall comply with all other City Codes, including the Electrical and Building Codes.
 - (2) Electrical permits pursuant to the electrical code in the City's code of ordinances are also required for electric signs, except those designed to be plugged into an existing electric outlet.
- (c) **Exemptions.** The following signs and activities do not require a sign permit:
- (1) Signs authorized by Section 4.2.5.3 (b) (8).
 - (2) Signs authorized by Section 4.2.5.3 (b) (11) and erected on residential property.
 - (3) Signs authorized by Section 4.2.5.5. (d) (1).
 - (4) Signs authorized by Section 4.2.5.5 (d) (2) and erected on residential property.
 - (5) Signs authorized by Section 4.2.5.5. (d) (3) c.
 - (6) Signs authorized by Section 4.2.5.9.
 - (7) Signs that were previously permitted and in existence before the effective date of this UDC.
- (d) **Effect of Approval.** Approval of a sign permit authorizes the placement, construction, repair or other activity authorized by the permit in accordance with its terms.
- (e) **Application Requirements.**
- (1) Responsible Official: The Building Official or his/her designee is the responsible official for a sign permit.
 - (2) Contents: An application for a sign permit shall be prepared in accordance with application forms available in the Community Development Department.
- (f) **Decision.**
- (1) Approval, Denial, Appeal: The Building Official shall either approve, conditionally approve or deny the application for a sign permit. If a variance petition has been submitted to the City Council, the Community Development Director shall suspend the Building Official's decision until after the petition is decided.
 - (2) Time for Decision: The Building Official shall make a decision on the permit within five (5) working days after the official filing date, or, if a variance petition is pending, within five (5) working days of the date the Building Official is notified of the City Council's decision on the petition.

- (3) **Amendments:** After the approval of a sign permit, an applicant shall not be required to submit an amended application, if proposed amendments do not involve changes to the location, sign type, electrification or increase in size or height of the sign.

(g) Appeal and Relief Procedures.

- (1) **Appeal:** The applicant may appeal the Building Official's decision on a sign permit to the Zoning Board of Adjustment (ZBA) in accordance with Chapter 1, Article 3, Division 1. The Council shall decide the appeal in accordance with the same.
 - (2) **Vested Rights Petition:** The applicant may file a vested rights petition with the application for a sign permit. The petition shall be decided in accordance with the procedures in Chapter 1, Article 3, Division 3.
- (h) Criteria for Approval.** The Building Official, or the City Council on appeal, shall decide whether to approve, conditionally approve or deny a sign permit application based upon the following criteria.
- (1) The application is consistent with any building permit required to establish the use to which the sign is appurtenant;
 - (2) The application conforms to the approved Site Plan for the land on which the sign is to be placed;
 - (3) The application conforms to any special sign standards contained in overlay districts or planned development districts authorized under Chapter 2 of this UDC.;
 - (4) The application meets the sign standards in Article 2, Division 5 of this Chapter 4.
- (i) Expiration.** A sign permit shall expire within ninety (90) days of approval of the permit, if construction or other authorized activity has not commenced on the sign. If a sign permit is issued in conjunction with a building permit, the sign permit shall expire upon expiration of the building permit, and the sign must be completed at the time the structure is completed. If a conforming on-premise sign is removed for a period of six (6) months, a new sign permit shall be required.
- (j) Extension and Reinstatement.** The Building Official may grant an extension of the expiration date or reinstate an expired sign permit for a period not to exceed one hundred and eighty (180) days pursuant to Chapter 1, Article 2, Division 5.

Ord. No. 2000T-2, Section 4.1.2.6., February 26, 2007.

Ord. No. 2000T-3, Section 4.1.2.6., July 9, 2007.

Section 4.2.5.1 General Standards & Requirements

- (a) **Applicability.** All signs shall be erected, displayed, altered and reconstructed in conformance with this division. Where the requirements of this division for a particular sign are different than comparable requirements contained in any other law, ordinance or regulation, the requirements and standards that are more restrictive shall apply. Special sign standards apply within the Spectrum and Old Townsite zoning districts, as outlined in the applicable sections of Chapter 2.
- (b) **Exempted Signs.** See Section 4.1.2.6.(c) for all signs exempt from the requirements to obtain a sign permit.
- (c) **Prohibited Signs.** The following signs are expressly prohibited:
- (1) Signs having any visible part that moves, swings or rotates, except for banners and flags, and swinging signs up to ten square feet in area constructed of rigid material hanging by hinges or other flexible connection.
 - (2) Signs emitting odor, visible matter or audible sound.
 - (3) Permanent portable signs (temporary portable signs are regulated by Section 4.2.5.5).
 - (4) Inflatable signs and balloons, except as allowed in Section 4.2.5.5.
 - (5) Portable signs.
 - (6) Signs attached to a mobile structure, such as a vehicle or trailer used as an on-premise or off-premise sign, primarily for the purpose of serving as a static display for the advertisement of the sale, storage, or distribution of a product or service.
 - (7) Signs, papers, other materials, or paint, stenciling, or writing of any name, number (except house numbers), or other marking on any sidewalk, curb, gutter, street, utility pole, trees, public building, fence or structure unless authorized by this UDC.
 - (8) Signs illuminated to any intensity greater than two hundred (200) lamberts. The restrictions of luminance shall be determined from any other premise or from any public right-of-way other than an alley. Lights shall be shielded to prevent the source of lighting from being directly visible from residential property.
 - (9) Sign, or any portion thereof, erected upon or over public right of way or public property, except as specifically authorized by this UDC. Unauthorized signs located upon or over public rights of way or public property may be immediately removed by the City Building Official or designee.
 - (10) Signs and advertising devices which move, flash, rotate, blink, change color, or are animated; or have any type of intermittent illumination, including flashing, fading, revolving or blinking lights, or any type of moving, scrolling or changing message by means of lights or illumination are prohibited except as provided in Section 4.2.5.3.
 - (11) Signs and advertising devices which produce noises discernible from more than one hundred fifty feet (150').

- (12) Signs in a floodway zone without the approval of the Floodplain Administrator or designee.
 - (13) Off-premise signs, unless erected as part of a City-adopted signage program or specifically authorized by this UDC.
 - (14) Signs containing statements, words, or pictures of an obscene, indecent, or immoral character that would offend public morals or decency.
 - (15) Signs placed on the side or rear of any building or property when such signs face upon a contiguous residential area.
 - (16) Signs containing or having attached thereto banners, posters, pennants, ribbons, streamers, strings of light bulbs, spinners, or other similar devices, except in accordance with Section 4.2.5.5.
 - (17) Freestanding signs, as defined in Chapter 5 of this UDC.
- (d) **Location Requirements.** All signs are subject to the following general location requirements:
- (1) No sign shall be maintained at any location where it may interfere with the view of or be confused with any traffic control sign or signal.
 - (2) No sign shall be located on or project over public property, a street right-of-way, or a public utility easement, except governmental signs, bench signs, subdivision identification signs, temporary banner signs and permitted signs in the Old Townsite (zoning) District.
 - (3) All signs shall maintain a clearance of at least eight feet (8') when located over a public sidewalk and at least twelve feet (12') when located over a driveway.
 - (4) No sign, except a governmental sign or a single ground sign, shall be located within a sight triangle.
 - (5) Only signs required in the interest of public safety and direction may occupy a required off-street parking or loading space or obstruct any driveway or sidewalk.
 - (6) New signs and signs being structurally altered shall maintain clearance from the public utility facilities, shall not substantially interfere with drainage and shall not be located in a utility or drainage easement. Signs shall maintain ten feet (10') of vertical and horizontal clearance from all electrical lines
 - (7) Only governmental signs or temporary holiday signs may be located on the roof of any building or accessory structure.
 - (8) Signs are permitted on sidewalks only within the Old Townsite District provided that a minimum path of five feet (5') in width remains clear of any obstacles.
 - (9) No on-premise free standing sign shall be located within seventy-five feet (75') of another on-premise free standing sign on the same side of the street or highway.
 - (10) A non-commercial sign, as defined in Chapter 5 of this UDC, shall be permitted wherever a commercial sign is allowed under this division, except as otherwise expressly provided herein.

(e) Abandonment.

- (1) Freestanding signs and ground signs which no longer advertise a bona fide business conducted, or a product sold, on the premise containing the sign are subject to removal on the first anniversary of the date the business, person or activity that the sign identifies or advertises ceases to operate on the premises. If the premises containing the sign is leased, the sign is subject to removal on the second anniversary of the date that the most recent tenant ceases to operate on the premises.
- (2) The Building Official or designee shall give written notice to the owner of the premises containing the abandoned sign to remove the sign within ninety (90) days after notification is received. In the Building Official's (or designee's) sole discretion, he or she may require that the owner of the premises containing an abandoned ground sign to install blank faces on the ground sign in lieu of removal.
- (3) Upon the owner's failure to comply with the instructions of such notice within the time specified in such order, the Building Official or designee is authorized to file a complaint in Municipal Court and/or cause removal of such sign, and any expense incidental thereto shall be paid by the owner of the land, building or structure to which such sign is attached or upon which it is erected.

(f) Construction & Maintenance Standards.

- (1) Compliance With Codes: All permanent signs shall comply with the City building and electrical codes.
- (2) Certification Required: The design of all permanent signs requiring a sign permit shall be certified by a professional engineer for structural integrity.
- (3) Electric Signs: Electric signs shall have an accessible disconnect switch and shall be labeled to indicate the voltage and amperage of electrical circuits connected to the sign.
- (4) Maintenance Required: All signs, together with all supports, braces, guys and anchors shall be kept in good repair by the owner of the sign or the person in charge of the premises. Failure to keep a sign in good repair as defined in the Pearland Building Code shall be deemed cause for removal (in accordance with Section 4.2.5.7) if the owner of the sign or person in charge thereof fails to make such repairs within thirty (30) days of notice of deficiencies from the Building Official or designee.
- (5) Safety Hazard: A sign determined to be a hazard to public health and safety shall be subject to enforcement under Section 4.2.5.7 of this division.

Ord. No. 2000T-3, Section 4.2.5.1., July 9, 2007.

Section 4.2.5.2 On-Premise Attached Signs

- (a) **Standards.** Permanent on-premises attached signs are subject to the following standards:

- (1) Extension: Attached signs shall not extend vertically more than four feet (4') above the highest point of the roofline adjacent to the facade. Attached signs shall not extend into a required building setback area.
- (2) Zoning Districts Allowed: Attached signs are permitted for all façades in the following zoning districts: the Multiple-Family (MF) district, all mixed use districts (SPD, C-MU, G/O-MU, and OT), and all nonresidential districts.
- (3) Area: The area of attached signs is limited according to the land use of the premises as follows:
 - a. Multiple-family residential uses, residential condominiums and group quarters may have identification signs having a total aggregate area of up to five percent (5%) of the area of the facade on which they are located;
 - b. Office/professional and institutional uses may have signs with a total aggregate area of up to ten percent (10%) of the area of the facade on which they are located;
 - c. All other nonresidential uses may have signs, including window signs, with a total aggregate area as follows:
 1. up to twenty percent (20%) of the area of the facade on which they are located if the façade faces a street;
 2. up to ten percent (10%) of the area of other facades if the building houses one business;
 3. up to fifteen percent (15%) of the area of other facades if the building houses more than one business; and
 - d. Premises containing two or more uses having different standards under this section shall have the allowable area determined by the use allowing the greater area.

Ord. No. 2000T-2, Section 4.2.5.2., February 26, 2007.

Section 4.2.5.3 On-Premise Ground Signs

- (a) **Applicability**. An on-premise ground sign shall be permitted only on lots with one (1) use or business. A multi-tenant sign shall be required on lots with more than one (1) use or business in conformance with Section 4.2.5.4.
- (b) **Standards**. Permanent on-premise ground signs are subject to the following standards:
 - (1) Number Allowed: The number of on-premise ground signs on one (1) site is limited to one (1) per street frontage of at least one hundred feet (100'). The following are not counted in this limitation:
 - a. Additional directional signs up to two (2) square feet in area each, provided the number of these signs does not exceed the number of driveways; and,
 - b. Subdivision, Builder, or Model Home Signs as described in (b) (5).
 - c. Subdivision identification signs as described in (b) (6).
 - d. For Sale/Lease signs as described in (b) (8).

- e. Construction signs as described in (b) (9).
- f. Business Opening signs as described in (b) (10).
- g. Holiday signs as described in (b) (11).
- h. Special event signs as described in (b) (12).
- i. Marquee signs as described in (b) (13).
- j. Government signs as described in (b) (14).

(2) **Maximum Height:** The maximum height of any on-premise ground signs shall not exceed eight feet (8') (refer to *Figure 4-6* on the following page). The portion of the base of the sign within two feet (2') of the grade of the ground shall not be included in the height calculation.

(3) **Maximum Sign Area:**

- a. The maximum effective sign area per side per sign shall not exceed the following:
 1. MF, MH and OP zoning districts – thirty-five (35) square feet;
 2. NS zoning district – fifty (50) square feet;
 3. GB zoning district – seventy-five (75) square feet;
 4. BP-288, C, M-1, and M-2 zoning districts – one hundred (100) square feet;
 5. Mixed use districts (SPD, C-MU, G/O-MU, and OT) – unless otherwise specified within the SPD or OT regulations, fifty (50) square feet for nonresidential uses; not permitted for residential uses;
 6. Planned Developments (PD) – as specified on the Site Plan, if different from the base zoning district;
 7. Non-residential uses in residential districts – thirty two (32) square feet. Other signs in residential districts are prohibited except where expressly allowed under this UDC.

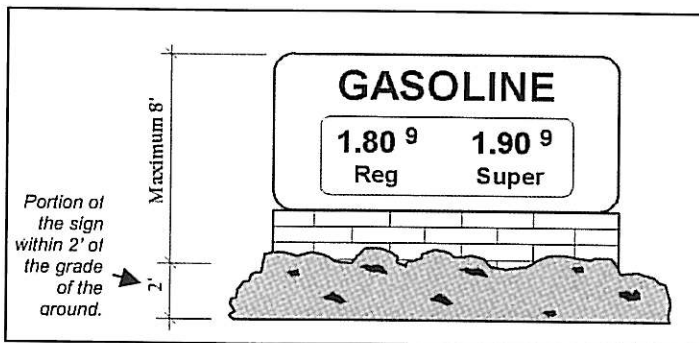


Figure 4-6
Measuring the Height of a Sign

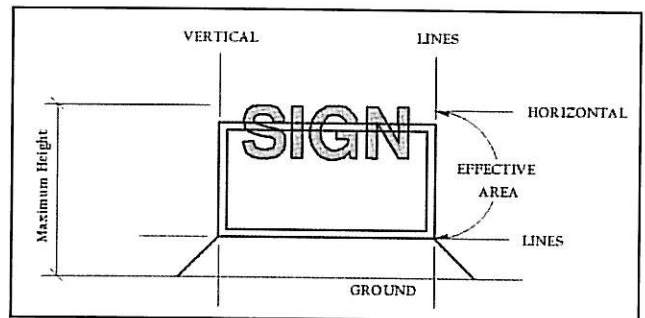


Figure 4-7
Measuring the Effective Sign Area

- b. The effective area shall be measured from the highest point on the sign to the elevation of the center of the base of the sign by the width at the highest point (refer to *Figure 4-7*). Changeable message signs or

marquee signs may be part of a ground sign, but shall not cover more than seventy-five percent (75%) of the effective area.

- (4) Location: No ground sign shall be closer than five feet (5') to any property line.

- (5) Subdivision, Builder, or Model Home Sign: A sign advertising a new residential subdivision under active construction and sales or a model home therein shall be allowed subject to the following conditions:
 - a. The sign must be located on: (1) a lot on which a model home is located; or (2) a lot, tract, or reserve that is not intended for sale and the maintenance of which is the responsibility of the builder, developer, or homeowners association.
 - b. The sign may not exceed ten feet (10') in height or thirty-two square feet (32 square feet) in area per sign face.
 - c. Only one sign in this category is allowed per three hundred feet (300') of local street frontage. Signs on model home lots do not count against this limit.
 - d. "Active construction and sales" means: (1) the subdivision has lots for sale; (2) there is at least one (1) pending building permit for new construction of a home within the subdivision; and (3) there is a model home in the subdivision open during regular business hours where potential buyers may review and select available home floorplans, options, and upgrades.
 - e. All signs erected pursuant to this subsection must be removed within five (5) years.

- (6) Subdivision Identification Sign: A permanent subdivision identification(s) sign that is a maximum of one hundred and twenty (120) square feet in area per sign may be displayed on private property at a street entrance to the subdivision, in addition to other ground signs permitted by this division. The sign is subject to the following:
 - a. The size, material, and location of the sign shall be indicated on the construction plans for the subdivision;
 - b. A "Reserve" shall be shown on the Final Subdivision Plat or Final Development Plat, indicating the location of the sign; and,
 - c. There shall not be more than two (2) such signs per street entrance to the subdivision.

- (7) Electronic Changeable Message Sign: An electronic changeable message sign that conforms to the size and locational requirements of this Section shall be permitted with adherence the following:
 - a. Each message displayed on an electronic changeable message sign must be static or depicted for a minimum of six (6) seconds. The scrolling

- of messages is permitted, but must also conform to the minimum of six (6) seconds static display.
- b. The flashing display (i.e., changeable message) portion shall not exceed twenty-five (25) percent of the total allowable effective sign area.
 - c. The flashing display (i.e., changeable message) portion shall be limited to one (1) color, and shall be limited to white, gold, yellow, red, blue, or green. The Planning Director shall determine whether proposed colors conform to these colors.
 - d. The addition of any flashing display (i.e., changeable message) to any nonconforming sign is prohibited.
- (8) For Sale/Lease Sign: A sign advertising that certain real property or a portion thereof is for sale or lease shall be allowed subject to the following conditions:
- a. The sign may not contain any message unrelated to the property's being for sale or lease.
 - b. For nonresidential properties, the sign may not exceed six feet (6') in height or thirty-two square feet (32 ft²) in area per sign face. For residential properties, the sign may not exceed four feet (4') in height or six square feet (6 ft²) in area per sign face.
 - c. Only one such sign is allowed per parcel of real property.
- (9) Construction Sign: A sign placed on non-residential real property undergoing construction or within one month before the commencement of construction shall be allowed subject to the following conditions:
- a. The sign may only identify the principal parties to the construction, including without limitation the contractor, architect, engineer, and any lending institution, and may not contain any other advertising.
 - b. The sign may not exceed six feet (6') in height or thirty-two square feet (32 ft²) in area per sign face.
 - c. Only one such sign is allowed per street frontage of the property, with a maximum of two per property.
- (10) Business Opening Sign: A sign placed on non-residential real property announcing the opening for business of the non-residential use located thereon shall be allowed subject to the following conditions:
- a. The sign must be displayed continuously for not more than ninety (90) days during the permissible display period beginning upon issuance of the building permit and ending one month after issuance of the certificate of occupancy for the use.
 - b. The sign may not exceed six feet (6') in height or thirty-two square feet (32 ft²) in area per sign face.
 - c. Only one such sign is allowed per street frontage of the property, with a maximum of two per property.

(11)Holiday Sign: Signs placed on real property acknowledging, observing, or celebrating a recognized national, state, or local holiday without containing any other advertising shall be allowed subject to the following conditions:

- a. The signs may not be displayed for more than a total of ninety (90) days per calendar year.
- b. The sign may not exceed twelve feet (12') in height or sixty-four square feet (64 ft²) in area per sign face.
- c. Only two of such signs are allowed per street frontage for non-residential properties, with a maximum of four per property. There is no limit on number for residential properties.

(12)Special Events Sign: Signs advertising a special event sponsored by a non-profit organization, charitable group, or civic club and placed on real property where said event is to take place shall be allowed subject to the following conditions:

- a. The signs may not be displayed more than fourteen (14) days before, or five (5) days after, the event.
- b. The sign may not exceed six feet (6') in height or thirty-two square feet (32 ft²) in area per sign face.
- c. Only one such sign is allowed per street frontage, with a maximum of three per property.

(13)Marquee Sign: Signs located on the premises of a religious, educational, or other noncommercial institution, which function solely to disseminate information about events, programs, or announcements related to the institution's purpose or function shall be allowed subject to the following conditions:

- a. The sign may not exceed six feet (6') in height or thirty-two square feet (32 ft²) in area per sign face.
- b. Only one such sign is allowed per property.

(14)Government Sign: Signs erected by an entity of the state, county, or local governments and containing only information or advertising related to that entity's governmental function shall be allowed subject to the following conditions:

- a. The sign may not exceed twelve feet (12') in height or one hundred and fifty square feet (150 ft²) in area per sign face.
- b. Only two such signs are allowed per street frontage of the property.

Ord. No. 2000T-2, Section 4.2.5.3., February 26, 2007.

Ord. No. 2000T-3, Section 4.2.5.3., July 9, 2007.

Section 4.2.5.4 Multi-Tenant Signs

(a) **Applicability.**

- (1) A multi-tenant sign shall be required on any lot with more than one (1) use or business in conformance with Section 4.2.5.4., subject to the following:
 - a. A use or business shall be permitted to erect an on-premise ground sign when such use or business has at least seventy-five feet (75') of building frontage.
 - b. A use or business that has an on-premise ground sign shall not be listed on any multi-tenant sign.
- (2) A multi-user sign may be erected and maintained on any lot that is part of an integrated business development. Said multi-user sign may not advertise any business in the integrated business development that has an on-premise ground sign. Any multi-user sign legally placed but that subsequently fails to meet the definition of a multi-user sign shall be removed by the owner of the property on which the sign is located.

(b) **Standards.** Multi-tenant and multi-user signs are subject to the following standards:

- (1) Type: All multi-tenant and multi-user signs shall be ground signs.
- (2) Number Allowed: The number of multi-tenant signs on one (1) site is limited to one (1) per six hundred (600) linear feet of street frontage unless said frontage is on State Highway 288 or Beltway 8, in which case the limit per property or development is one (1) multi-tenant sign per one thousand (1,000) linear feet of street frontage. The cumulative street frontage shall be calculated for corner lots. An integrated business development shall be allowed a multi-user sign on any lot in that integrated business development that has at least fifty (50) linear feet of street frontage, with a limit of only one (1) multi-user sign per street, except that any integrated business development that has more than six hundred (600) linear feet of street frontage on one street – one thousand (1000) linear feet for State Highway 288 or Beltway 8 – shall be allowed two (2) multi-user signs on that street. The following are not counted in this limitation:
 - a. Additional directional signs up to two (2) square feet in area each, provided the number of these signs does not exceed the number of driveways; and,
 - b. Subdivision identification signs in accordance with Section 4.2.5.3.
- (3) Maximum Height: The maximum height of any multi-tenant or multi-user sign shall not exceed fifteen feet (15'), unless the sign is located on a property or development with frontage on State Highway 288 or Beltway 8, and said sign is not set back more than thirty-five feet (35) from the right-of-way line of State Highway 288 or Beltway 8, in which case the maximum height shall not exceed twenty two (22') feet. The portion of the base of the sign within two feet (2') of the grade of the ground shall not be included in the height calculation (refer to *Figure 4-6*). For properties located below the grade of an adjacent highway an additional height of up to ten feet (10') above the grade of the highway at the sign location may be allowed by a Conditional Use Permit.

- (4) Maximum Sign Area: A multi-tenant or multi-user sign shall have a maximum sign area according to the following:
- a. Three hundred (300) square feet, when erected on property located on State Highway 288 or Beltway 8 and said sign is not set back more than thirty-five feet (35') from the right-of-way line of State Highway 288 or Beltway 8; or
 - b. One hundred (100) square feet, plus ten (10) square feet per tenant or business advertised on the sign, or one hundred and fifty (150) square feet, whichever is lesser, in all other locations.
 - c. Each tenant or business may have a different size sign; each sign does not have to be the same size.
 - d. The effective area shall be measured from the highest point on the sign to the elevation of the center of the base of the sign by the width at the highest point (refer to *Figure 4-7*). Changeable message signs or marquee signs may be part of a ground sign, but shall not cover more than seventy-five percent (75%) of the effective area.
- (5) Location: No multi-tenant or multi-user sign shall be closer than:
- a. ten feet (10') to any property line;
 - b. fifteen feet (15') from any property line for properties on State Highway 288 or Beltway 8; or
 - c. six hundred feet (600'), or for properties located on State Highway 288 or Beltway 8, one thousand feet (1000'), from:
 1. any other multi-tenant sign located on the same street frontage of one lot, or
 2. any other multi-user sign for the same integrated business development.

Ord. No. 2000T-4, Section 4.2.5.4., September 24, 2007.

Ord. No. 2000T-5, Section 4.2.5.4., October 22, 2007.

Section 4.2.5.5 Temporary Signs

- (a) **General.** Temporary signs are subject to the limitations indicated in this section, as well as the location restrictions in Section 4.2.5.1(f).
- (b) **Area Limitations.** Temporary signs shall not exceed the following area limitations:
- (1) State Highway 288: Ninety-six (96) square feet each for premises within the State Highway 288 corridor.
 - (2) Other Premises: Thirty-two (32) square feet each for all other premises.
 - (3) Banner Signs: Unless otherwise provided, fifty (50) square feet.

(c) **Banner Defined.** A banner is hereby defined to be a temporary sign as that term is defined Chapter 5 of this UDC that is designed to be attached or installed with rope, wire, or other temporary means so as to allow ease of installation and removal.

(1) Use or Display of Banners: Except for temporary signs that do not require permits (refer to Section 4.1.2.6(c)), the use or display of banners is hereby prohibited unless a permit for such use is obtained from the Planning Director or his designee. A banner permit may be issued only in the following circumstances:

- a. Any premise or nonresidential occupancy requesting a temporary sign larger than thirty-two (32) square feet may display one (1) banner sign per street frontage (also see Subsection 4.2.5.4(d) for total number allowed) announcing a grand opening of a new business. Display of such sign is limited to a maximum of thirty (30) days per opening. The privilege to begin display of such sign expires three (3) months after the issuance of a certificate of occupancy. Use of grand opening signs only applies to new ownership or occupancy (i.e., use). At least one-half (½) of all readable copy on the banner must state "Grand Opening" or "Now Open."
- b. Any non-profit organization or governmental entity may display banner signs containing a message directly related to a special event provided, however, that such banners may be displayed no more than fourteen (14) days prior to the event and must be removed within three (3) days after the conclusion of the event. Displays under this classification will be limited to three (3) per year.
- c. Banners may be allowed for the temporary identification of a business if the business owner provides the Planning Director written evidence that a permanent sign order has been executed and the business owner is awaiting installation of said permanent sign. As a temporary identification device, the banner must meet size, dimension, lettering, and layout specifications for building-mounted signs and must be securely fastened on a minimum of six (6) locations to the fascia. If the banner meets these conditions, it will be permitted for identification purposes for a period not to exceed thirty (30) days.
- d. Any premise or non-residential occupancy may use banners to advertise sales events fourteen (14) times per year for a total duration of twenty-four (24) days inclusive. The occupant has the option of dividing the total days among the fourteen (14) events, with the minimum duration of display being one (1) day.

(2) Location: Any banner permitted in accordance with this Ordinance shall be displayed at the permittee's normal place of business or operation and shall be affixed to that side of the building facing the street on which the permittee is addressed.

(3) Cost & Display Period: The cost for a banner permit shall be Ten Dollars (\$10.00), and shall be paid at the time of application. Each application shall include the period of display for the banner to be permitted, including the day that the display will start and the day when it will cease. The display period shall be continuous and uninterrupted by periods of non-display. A separate

permit shall be required for each period of display of the banner. Multiple periods of display will not be allowed on one permit.

- (4) Violation: Banners used or displayed in violation of this section shall be subject to removal by the Building Official or his/her designee.
 - (5) TxDOT District 12 Guidelines: Banners displayed pursuant to the Texas Department of Transportation (TxDOT) District 12 guidelines for the temporary installation of banners over state rights-of-way shall be exempt from the terms of this division.
- (d) **Other Temporary Signs.** The following signs shall be allowed, subject to any conditions set forth below.
- (1) Temporary window signs: These signs must be temporary in design and construction, such as paper, poster, mylar or similar plastic film, or painted with removable paint; may not exceed in coverage twenty-five percent (25%) of all windows combined or fifty percent (50%) of any one window; must be placed inside the business establishment and be professional in appearance, except for temporary signs not promoting a business but rather associated with a non-profit, neighborhood, or civic event; and may not be displayed for more than forty-five (45) days.
 - (2) Holiday inflatable signs or decorations: Holiday-related inflatables that contain no business-related advertising, including without limitation balloons, decorations, and yard displays, shall not exceed twelve feet (12') in any dimension and may not be displayed so that the top of the inflatable is greater than: fifteen feet (15') from the ground on a residential lot; or the maximum structure height allowed in the zoning district on a nonresidential lot. The continuous display period of this type of sign shall not exceed thirty (30) days, with no more than five (5) display periods per calendar year.
 - (3) Off-premise special events signs: Signs advertising a special event sponsored by a non-profit organization, charitable group, or civic club may be placed off-premises of where said event is to take place shall be allowed subject to the following conditions:
 - a. The signs may not be displayed more than fourteen (14) days before, or five (5) days after, the event.
 - b. No more than ten signs not exceeding six feet (6') in height or thirty-two square feet (32 ft²) in area per sign face are allowed within the City's limits, limited to one per street frontage. These signs shall be exempt from sign permit fees.
 - c. There is no quantity limit on signs not exceeding three and a half feet (3.5') in height or five square feet (5 ft²) in area per sign face, except only one is allowed per lot.
- (e) **Number of Temporary Signs Permitted on One Lot.** The number of temporary signs other than political signs displayed on one lot at any given time is limited to one (1) sign per street frontage and a maximum of two (2) signs per lot.
- (f) **Permits Not Required.** Refer to Section 4.1.2.6.(c).

Ord. No. 2000T-3, Section 4.2.5.5., July 9, 2007.

Section 4.2.5.6 Replacement & Repair of Signs

- (a) When any sign, or a substantial part of it, is blown down, destroyed, or taken down or removed for any purpose other than changing the letters, symbols or other matter on the sign, it may not be replaced, re-erected, reconstructed, or rebuilt except in full conformance with the provisions and requirements of this UDC.
- (b) For purposes of Subsection (1) of this section, a sign or substantial part of it is considered to have been destroyed only if the costs of repairing the sign is more than sixty percent (60%) of the cost of erecting a replacement sign of the same type at the same location.

Section 4.2.5.7 Unsafe Signs

- (a) **Authority to Remove.** If the Building Official shall find that any sign is unsafe and is a menace to the public, he shall give notice to the permittee thereof in the same manner as is provided in the Building Code for notice of unsafe buildings. If the permittee fails to remove or repair the sign within the time provided in such notice, such sign may be removed at the expense of the permittee. The Building Official may cause any sign which is an immediate peril to persons or property to be removed summarily and without notice.

Section 4.2.5.8 Signs on Utility Poles

- (a) **Placement of Signs on Utility Poles Prohibited.** It is unlawful for any person to attach or cause to be attached any advertisement, handbill, circular, poster or piece of paper to any public utility pole located within the City.
- (b) **Authority to Remove.** The Planning Director or his/her designee shall have the authority to remove any advertisement, handbill, circular, poster or piece of paper attached to any public utility pole within the City.

Ord. No. 2000T-3, Section 4.2.5.8., July 9, 2007.

Section 4.2.5.9 General Exemptions

- (a) **Generally.** Notwithstanding any other provision in this UDC to the contrary, the following signs shall be exempt from all sign requirements contained in the UDC except for any requirement for the sign specifically listed herein.
- (b) **Exemptions.**
 - (1) **Warning/Safety Signs.** Signs that have as their sole purpose the protection of life or property, including without limitation emergency exit, fire lane, or no trespassing, are allowed so long as no advertising whatsoever is contained thereon and they do not exceed two square feet (2 ft²) in size.
 - (2) **Utility Location Signs.** Signs erected by a governmental entity or private utility company to mark the location of utility transmission lines or similar facilities are

allowed so long as no advertising whatsoever is contained thereon and they do not exceed two square feet (2 ft²) in size.

- (3) On-site directional and informational signs not exceeding two square feet (2 ft²) in size.
- (4) Historical/Memorial Signs. On-premise attached or ground signs that commemorate a person, event, or structure are allowed so long as no advertising whatsoever is contained thereon and they do not exceed eight square feet (8 ft²) in size.
- (5) Vehicle for Sale Signs. Signs placed on motorized vehicles advertising them for sale are allowed so long as no other advertising whatsoever is contained thereon and they do not exceed two square feet (2 ft²) in size or four signs per vehicle.
- (6) Outdoor Merchandise Display Signs. Signs affixed to outdoor equipment or machinery such as vending machines or gasoline pumps with instructions for use, or signs located immediately adjacent to merchandise displayed for sale outdoors, are allowed so long as no other advertising whatsoever is contained thereon and they do not exceed one square foot (1 ft²) in size.
- (7) Human Signs. Signs carried or wholly supported by humans are allowed so long as they do not exceed thirty-two square feet (32 ft²) in size.
- (8) Flags. The official flags of any governmental entity are allowed so long as the flag pole is no greater than thirty-five feet (35') in height if mounted on the ground, or twelve feet (12') in height if mounted on top of a building, and the flag does not exceed one hundred square feet (100 ft²) in size.
- (9) Unlit Political Signs. Political signs that are not lighted are allowed provided they do not exceed eight feet (8') in height or thirty-two square feet (32 ft²) in area.
- (10) Signs facing the interior of athletic stadiums or fields or facing the exterior of athletic stadiums or fields operated by nonprofit organizations or governmental entities.

Ord. No. 2000T-3, Section 4.2.5.9., July 9, 2007.