



## Sign Permit Checklist

The following is a checklist of items that must be included with sign applications. Please review the City of Marble Falls Sign Regulations (Appendix B, General Regulations, Sign Regulations, Sections 930-969) while preparing sign permit request. A copy is available upon request or can be obtained on the city's website.

### 1. General Requirements:

- Graphics that include pictorial representation and dimensions of the sign(s). Include the square footage of each sign and total square feet of all signs being permitted
- A legal site plan indicating the property lines and the location of the sign(s). If the sign(s) are to be attached to the building include the footprint of the building and the linear dimensions of the building. The reviewer must be able to measure the distance from the leading edge of the sign to the right-of-way/Property line for detached signs.

### Identify:

- Identify the type of sign, i.e. canopy, roof, monument, etc.
- Identify if a detached sign.
- Material used in the construction of the sign.
- Material used for the sign post/poles.
- Identify the height of the sign measured from the **top of the sign to street grade nearest the sign**, meaning the frontage street pavement grade for detached signs. Signs shall not be higher than thirty-five (35) feet measured from top of sign to grade.
- No sign can be within twenty-five (25) feet of the intersecting right-of-way lines.
- All detached signs that are over six (6) foot high must have **certification** they meet wind load pressure requirements. Six (6) feet to Thirty (30) feet, 20 pounds per square foot. Thirty-one (31) to thirty-five (35), 25 pounds per square foot.