



**City of Palestine
Development Services Department
Sign Permit Application**

Sign location

Name of Business:

Address:

ANY SIGN TO BE LOCATED WITHIN THE MAIN STREET OVERLAY DISTRICT OR A HISTORIC DISTRICT AND OR LANDMARKED PROPERTY MUST BE APPROVED BY THE MAIN STREET ADVISORY BOARD OR THE PALESTINE LANDMARKS COMMISSION

Property owner information

Name:

Phone Number:

Address:

Email Address:

Sign company information

Company Name:

Contractor License. #:

Address:

Phone Number:

Email Address:

Site plan submittal requirements

Attach two (2) copies of a site plan to scale showing the following:

- The type of sign to be installed or repaired. (Example, pole, monument or wall sign).
- The dimensions and total square footage of the sign and the sign's support structure.
- The location of the sign in relation to:
 - The face of the building on which, or in front of which, it is to be located.
 - The boundaries of the lot or parcel of land upon which it is to be located.
 - All electrical transmission lines within 30-feet of any part of the proposed sign or sign structure.
 - The dimensions and location of all electrical signs on the premises.



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Additional Information:

Illuminated Signs require electrical permits. Contact Development Services.

Is an electrical permit needed? NO YES Electrical Permit #

Grand opening signs, wall signs in the form of a banner not to exceed 25% off the wall space or 32 sq. ft. in area for a period not to exceed 30 days.

Any sign to be installed must be done by a registered contractor with the City of Palestine.

Regulations regarding signage can be found in Chapter 40 Development on the Development Services page under Development Documents at www.cityofpalestinetx.com.

I agree to erect said sign in accordance with the above description and approved plans, and in accordance with the Sign Ordinance of the City of Palestine.

Applicant's Name: _____ Date: _____

Applicant's Signature: _____ Date: _____

STAFF USE ONLY

Zoning: _____		
Is this a new pole sign or the expansion of an existing pole sign? If so, it must be located within the Commercial Corridor Overlay District.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will new sign or expansion of an existing sign encroach into any utility easements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Utilities/Public Works Reviewed by: _____
Is sign within Main Street District	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, requires Main Street approval _____ Date of Approval
Is sign within a Historic District	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a COA must be approved _____ Date of Approval