



# Town Of Round Top

P.O. Box 215 \* 204A North Washington Street \* Round Top, Texas  
78054 0215

## APPLICATION FOR SIGNAGE PERMIT

*The purpose of this form is to request a permit for installation of permanent signage or temporary signage such as banners, fabric flags, and hanging artwork.*

Mayor  
Barnell Albers

Aldermen  
Ronny Sacks  
Louis Sellers  
Frank Hillbolt  
Steve Ditsler  
Jerry Hinkel

Secretary/Treasurer  
Dwight M.  
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Building Official  
Steven Cain

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**Incorporated By  
Act Of  
The Texas  
Legislature  
August 13th,  
1870**



**Home Of The  
Oldest**

This signage is:  Permanently installed (\$40.00)  Temporary (No fee)

Date Submitted: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Property Owner Phone and e-mail: \_\_\_\_\_

Contact Name (if different than Property Owner): \_\_\_\_\_

Contact Phone and e-mail: \_\_\_\_\_

Address of Proposed Project: \_\_\_\_\_

Description of the sign (Please submit a color image of the sign, to show design, fonts, colors etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign dimensions: H: \_\_\_\_\_ by W: \_\_\_\_\_ Sq. ft. \_\_\_\_\_

Materials used for sign construction: \_\_\_\_\_

Sign installation:  Building Facade  Yard  Other (describe below)

### Permanent Signage:

See next page for calculation information to determine the largest allowed sign.

### Temporary Signage:

Installation Dates: Date sign to be erected: \_\_\_\_\_

Date sign to be removed: \_\_\_\_\_

### Notes:

- DO NOT INSTALL YOUR SIGNAGE UNTIL YOUR BUILDING PERMIT IS APPROVED.**
- Temporary signs may be erected 30 days before an event, and must be removed no later than 3 days after the event. A new business temporary sign may be displayed for 60 days.
- Permit applications must include required documentation in order to be reviewed. Please see the check list of requirements on the following page.

Additional information concerning this permit application: \_\_\_\_\_

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### PERMANENT SIGNAGE – ALLOWANCE CALCULATION

Sign size shall be in direct proportion to the square footage of the face of the building where the sign will be located. The face will be defined as the vertical elevation in square footage which equals the height of the building multiplied by the width of the building. Roofs are not considered as part of the vertical elevation as they are not vertical.

For buildings facing a City street, the cumulative sign area shall not exceed six percent (6%) of the face where the sign will be located. For the back and sides of such buildings, the sign area shall not exceed three percent (3%) of the face where the sign will be located. As an example, if the front of a building is thirty feet (30ft) wide by ten feet (10) tall, any sign or signs installed cannot exceed a maximum of eighteen (18) square feet total ( $30 \times 10 \times 0.06 = 18$  square feet).

In cases where the face is less than one hundred (100) square feet, the minimum size area allowed will be six (6) square feet.

- **Signage for businesses with multiple entrances:** In cases where a business has two public entrances, either on two public streets or in a development with a public courtyard, each "front" of that building may be allowed a cumulative sign area up to 6% of the square footage of the façade on that side of the structure.
- **Two Sided Yard Signs:** In the case where a business has a sign with two sides along a street or public courtyard (versus a wall mounted sign), a cumulative sign area for each face is allowed up to 6% of the square footage of the façade of the closest side with a public entrance.

**Calculation:**

**Front:**  $\frac{\text{_____ ft}}{\text{Height}} \times \frac{\text{_____ ft}}{\text{Width}} \times .06 = \frac{\text{_____ sq ft}}{\text{Allowance}}$

**Side:**  $\frac{\text{_____ ft}}{\text{Height}} \times \frac{\text{_____ ft}}{\text{Width}} \times .03 = \frac{\text{_____ sq ft}}{\text{Allowance}}$

**Back:**  $\frac{\text{_____ ft}}{\text{Height}} \times \frac{\text{_____ ft}}{\text{Width}} \times .03 = \frac{\text{_____ sq ft}}{\text{Allowance}}$

**Note:** If back of building also has a public entrance, on a street or courtyard, signage allowance is 6% (see note above concerning businesses multiple entrances).

**FOR TOWN OF ROUND TOP OFFICE USE ONLY**  
(Copy of payment for permit application to be inserted here.)