

Sign / Temporary Sign Permit Application

City of Hill Country Village
116 Aspen Lane
San Antonio, Texas 78232
Phone (210) 494-3671 Fax (210) 490-8645

Permit # _____
Fee \$ _____
Receipt # _____
Date Paid _____
Rec'd by _____

New business? Yes ____ No ____

Start date _____ End date _____

Business Name _____

Address of proposed sign _____

Street or highway to which sign face is oriented _____

Sign installer company _____ Phone _____

Proposed Size _____ x _____ Total square ft. _____ Height _____

Number of sign faces _____ Cost of Sign _____

Electric: Yes No Indirect ____ Backlit ____

Construction and materials of the proposed sign: _____

Temporary signs

Dates sign will be displayed _____ to _____

If sign is larger than 80 square feet, what percent of the building façade is it? ____

Provide a drawing of the proposed sign with a site plan showing proposed location.

Applicant Signature

Telephone

Date

Approved ____ Disapproved ____ Nonconforming: Yes ____ No ____

Building Inspector _____ Date _____

Sign / Temporary Sign Permit Application

| Temporary signs |
|---|
| 1. Must be wall-mounted and may not be attached to the ground with stakes. |
| 2. Must be no larger than the greater of 80 square feet or 20 percent of the building façade upon which is it placed. |
| 3. Materials are limited to vinyl, canvas, cardboard, wallboard, or similar material. |
| 4. Limited to one per certificate of occupancy or street address. |
| 5. Limited to 120 days in a calendar year. |

Permanent signs

Multi-tenant businesses or property owners may submit a signage plan for review by the Business District Construction Review Board to use signage other than the regulations below.

| Freestanding signs | | |
|---|------------------------------------|-------------------------------------|
| | Street Frontage | |
| | Small (140 ft or less) | Large (larger than 140 feet) |
| Freestanding signs allowed per lot | 1 pole or monument | 1 pole and/or monument |
| Monument size limits | 10 ft high / 8 ft wide (80 sq. ft) | 16 ft high / 8 ft wide (128 sq. ft) |
| Pole size limits | 96 square feet / 25 ft high | 144 square feet / 35 ft high |
| Total Freestanding Signage | 96 square feet maximum | 144 square feet maximum |

If you are unsure of your property's frontage, City Hall can provide that information.

| Building signs |
|--|
| 1. Limited to 32 square feet |
| 2. Must begin and terminate no less than two feet from the edge of each building or occupied space |
| 3. May not be higher than the front wall line or eave of a building |