

PERMANENT SIGN APPLICATION

APPLICATION:

Any owner or authorized agent who intends to erect, place, maintain, alter or relocate a sign within the corporate limits of the city must comply with the provisions of Chapter 26 of the Lakeway Code of Ordinances; the regulations pertaining to permanent signage contained in this chapter shall also apply to the city's extraterritorial jurisdiction.

Except as otherwise provided in Chapter 26, it is unlawful for any person to erect, alter, or relocate within the city or its extraterritorial jurisdiction any sign without complying with the following requirements:

- (1) Completion of a sign application;
- (2) Payment of the required fee (as established in the city's fee ordinance); and
- (3) Review and approval by the zoning and planning commission or the code official.

A copy of plans and specifications shall also be submitted for each sign regulated by Chapter 26. Such plans shall show sufficient details about size of the sign, location and materials to be used and such other data as may be required in order to determine compliance with the sign code.

CHECKLIST:

This list has been prepared as a tool for submitting a complete sign permit application package. In no way does this list represent all submittal documents that may be required to demonstrate compliance with local codes and ordinances. Delays in the permit issuance process will occur as a result of incomplete or inadequate submittal information.

- Sign Project Information Sheet
- Submittal Documents
- Exhibits (click on links below)
 - ❖ [Site Plan Example](#)
 - ❖ [Monument Sign Example](#)
 - ❖ [Multi-Tenant Sign Examples](#)
 - ❖ [Building \(Wall\) Sign Example](#)
 - ❖ [Additional Building \(Wall\) Sign Information](#)
 - ❖ [Supplemental Information](#)
 - ❖ [Electrician's Acknowledgement Form](#)
- Applications



Building & Development Services
 1102 Lohmans Crossing, Lakeway, TX 78734
 Phone: (512) 314-7540 Fax: (512) 314-7541
www.lakeway-tx.gov

SIGN PROJECT INFORMATION SHEET

Sign Contractor:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

★ This checklist must be submitted with the Permit Application for any SIGN

QUESTIONNAIRE:

What is the estimated valuation of the sign? \$ _____.

What is the type of sign? Check all that apply:

- New Sign Sign Alteration
- Building (Wall)
- Monument
- Multi-Tenant Monument
- Hanging/Projecting (to provide store identification for pedestrians in a multitenant center only)
- Directory (to list all tenants within a multitenant center and to guide the pedestrian to the individual tenant)
- Traffic-Control (to promote the safe and expedient flow and parking of traffic on private property)
- Church Information (to provide information on religious services)

How is the sign illuminated? Check one:

- Internal (individual letter illumination)
- Spot lit (hooded and projected downward)
- Not Illuminated

What are the sign dimensions?

Height of sign: _____ feet Total height of sign structure: _____ sq. ft.
 Width of sign: _____ feet Total area of sign structure: _____ sq. ft.
 Copy area of sign: _____ sq. ft.

What are the PMS color(s) _____ _____ _____

SUBMITTAL DOCUMENTS

REQUIREMENTS FOR ALL PERMANENT SIGNS – (Provide Two Copies):

- Scaled rendering of the proposed sign
- Dimension controls (size, height and width of sign)
- Square footage of sign face area
- Exact sign area including letters and graphic elements
- Exact wording and lettering type as it will appear on the sign (identify font and letter size)
- Color proof identifying materials, color scheme and lettering and graphics
- Pantone colors (earth tone colors only)
- Mounting/anchoring system details
- Illumination details (both internally and externally)

ADDITIONAL REQUIREMENTS

For Monument Signs:

- A site plan that clearly show the location of the sign. It may only be located on the premises within the property lines Site plan must also provide:
- Abutting street(s) identification (label)
- The location and dimensions of boundary lines, easements, and required yards and setbacks, location of existing and proposed buildings and structures (including any existing sign structures)
- The location of parking areas, driveways, and sidewalks
- Dimensioned distance separation between monument sign and property lines and structures
- Dimensioned landscaped area (100 sq. ft. around base of sign)
- Foundation dimensions detail

For building (wall) signs:

- Dimensioned elevations of building (wall) where sign will be placed
- Location of proposed signs, drawn to scale, on the wall. Include appropriate dimensions.
- Sign dimensions, including dimensions of individual letters and graphics

Exhibit A- Site Plan Example

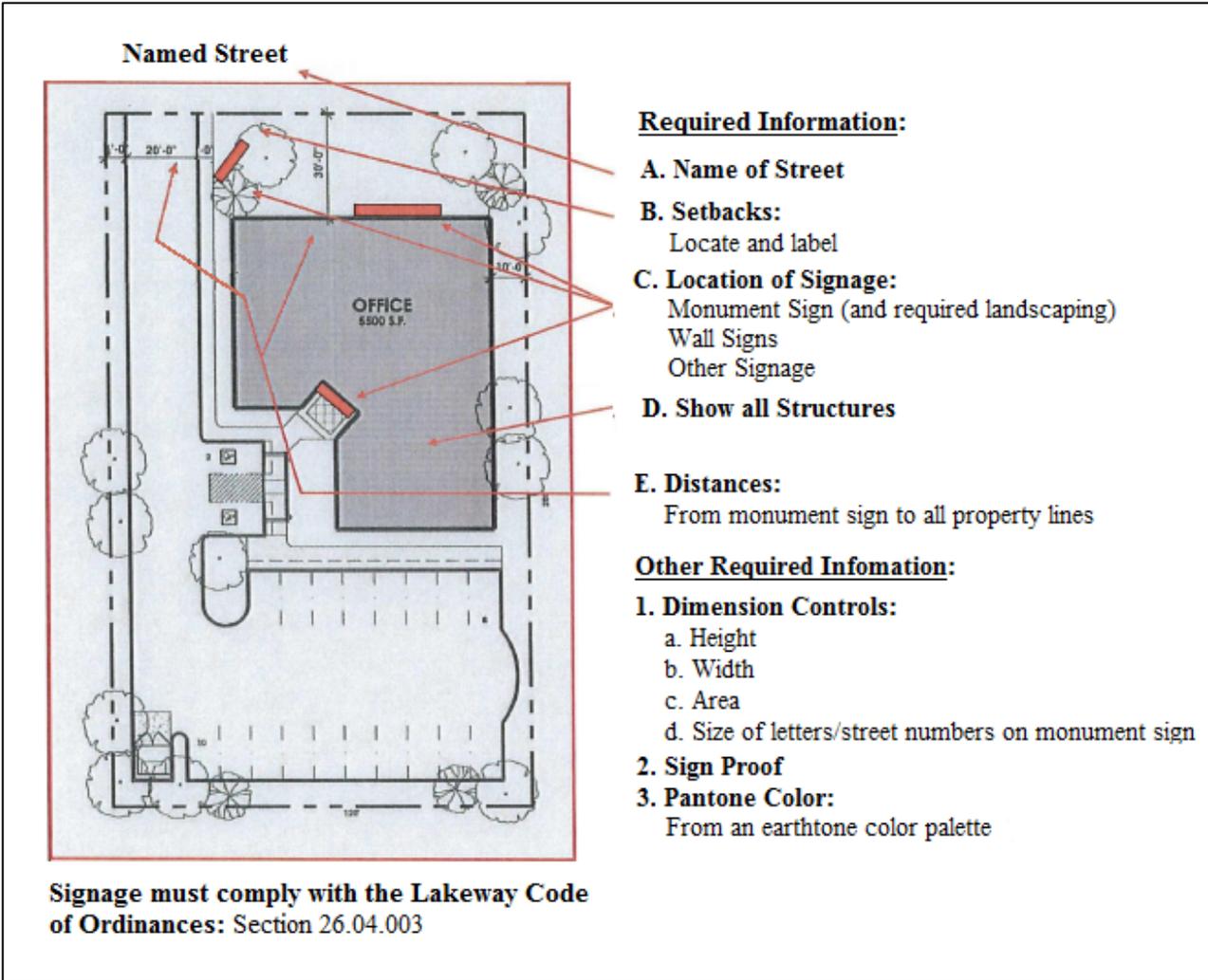


Exhibit B- Monument Sign Example

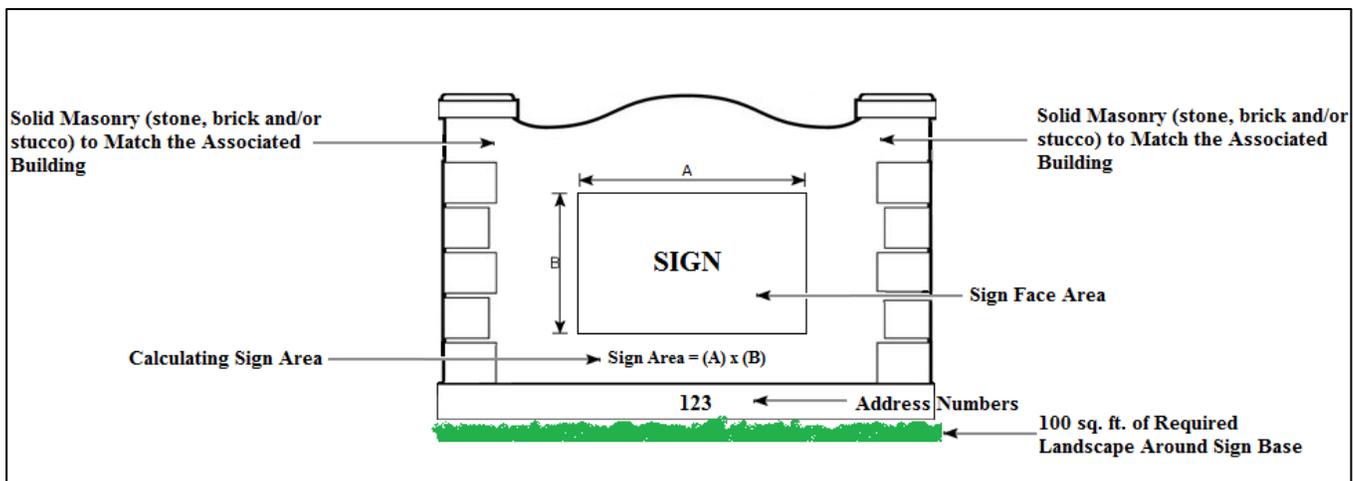


Exhibit C- Multi-Tenant Sign Examples



Lighting Options: Individual letter internal illumination or spot lighting only. If spot lights will be utilized, fixtures must be outfitted with hoods or shields to ensure that the source of illumination is directed solely to the lettering to prevent spillover onto nearby properties and adjacent streets. Fixtures may not exceed a maximum of four (4) foot candles measured at the brightest location four (4) feet above finished grade.

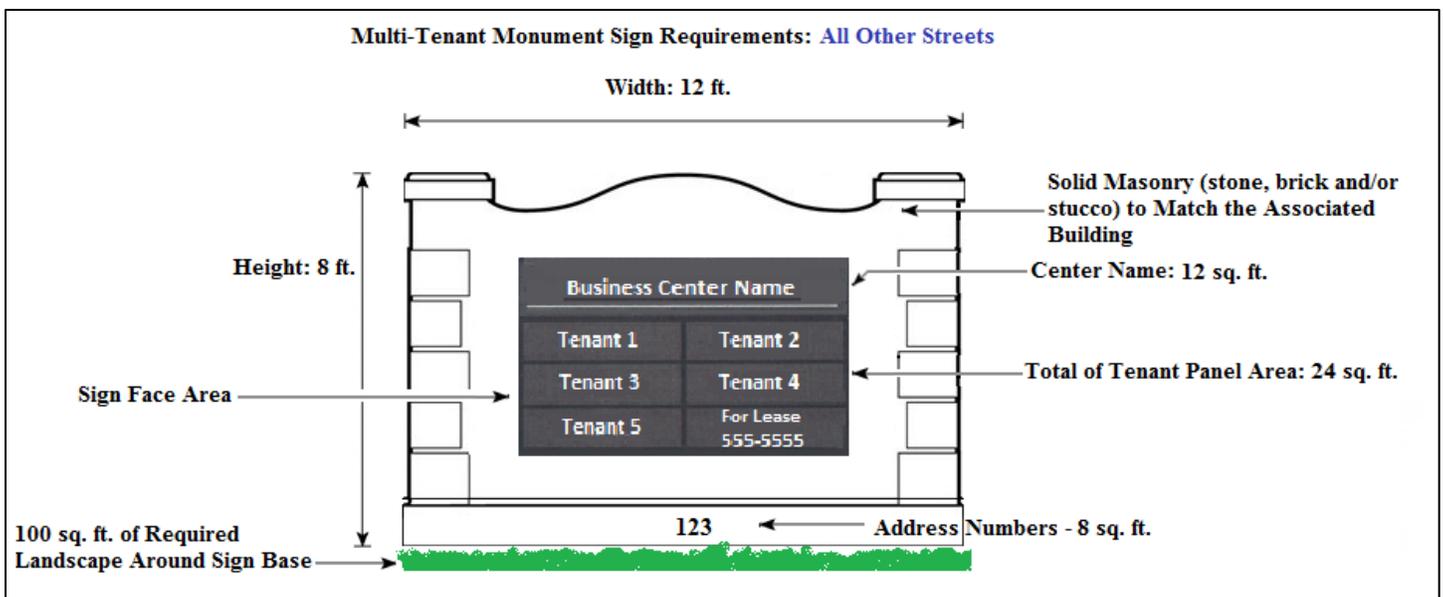
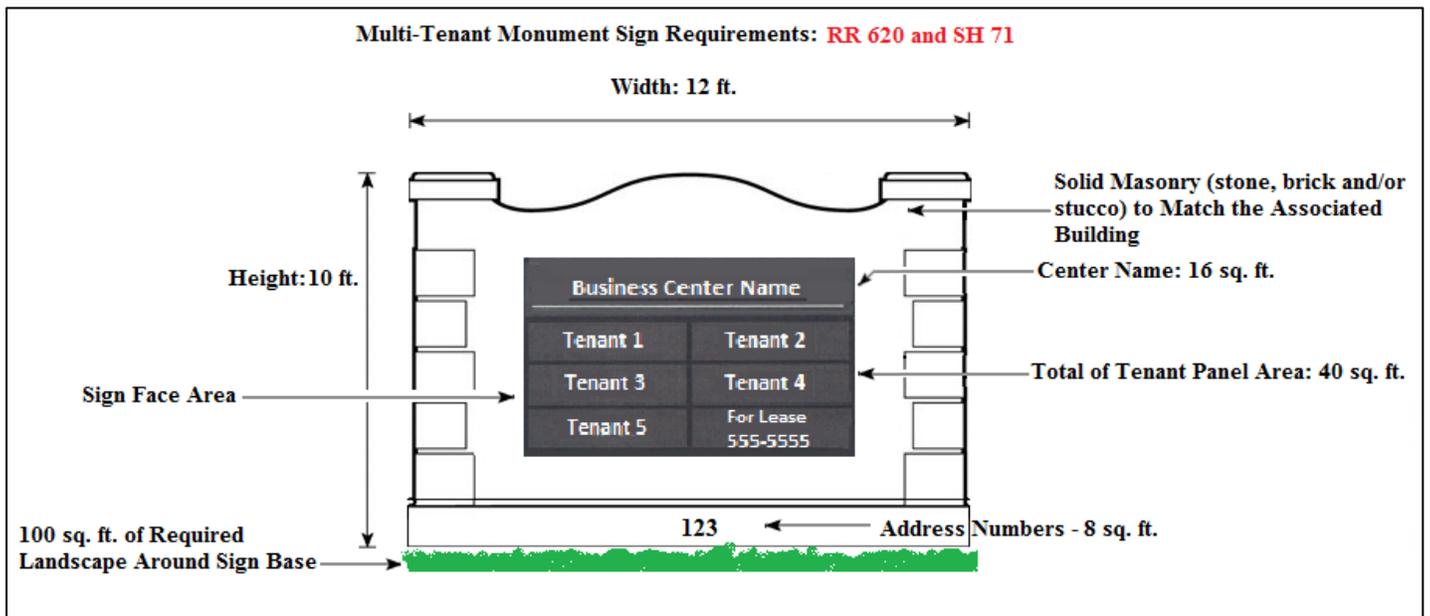
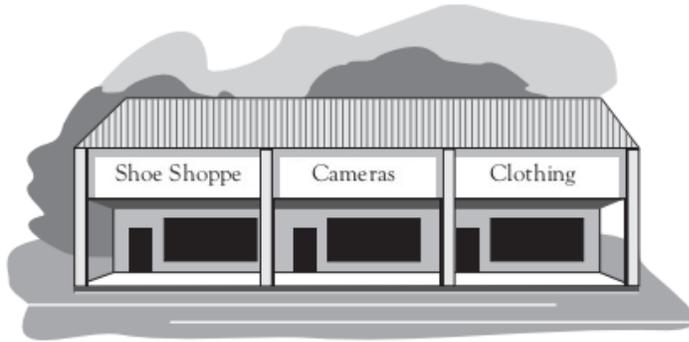


Exhibit D- Building (Wall) Sign Examples



Signage must comply with the Lakeway Code of Ordinances: Section 26.04.003

- Required Information:**
1. **Dimension Controls:**
 - a. Height
 - b. Width
 - c. Area
 - d. Size of letters
 2. **Sign Proof**
 3. **Pantone Color:**
From an earthtone color palette
 4. **Wall attachment** fastening detail
 5. **Indicate whether internally illuminated**

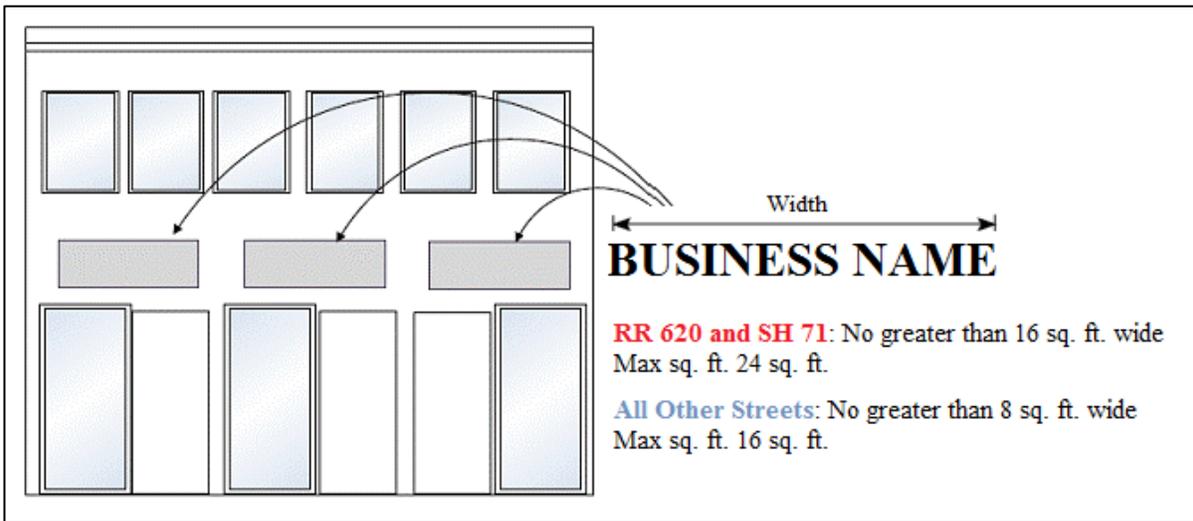


Exhibit E- Additional Building (Wall) Sign Information



Mixed Case Lettering. Draw imaginary panel around either ascenders or decenders but not both.

Letters to be attached directly to building or to a raceway (no cabinets)

SUPPLEMENTAL INFORMATION

Only earth tone colors may be used on signs in Lakeway. The City has determined that earth tone colors are colors that draw from a color palette of browns, tans, warm grays, greens and muted yellows. Below and on the next pages are acceptable earth tone colors:

creativecolorschemes.com										color-hex.co										Pantone/PMS (encycolorpedia.com)																																																																																																																																																																																	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	A	B	C	D	Black	7533	408	411	7531	Warm Grey 4	404	7536	420	4625	469	408	161																																																																																																																																																																						
c	m	y	k	r	g	b	hex	Pantone/PMS (encycolorpedia.com)	c	m	y	k	r	g	b	hex	Pantone/PMS (encycolorpedia.com)	c	m	y	k	r	g	b	hex	Pantone/PMS (encycolorpedia.com)	c	m	y	k	r	g	b	hex	Pantone/PMS (encycolorpedia.com)																																																																																																																																																																		
30	50	60	80	73	56	41	#493829	7533	2			7				362a1e		0	2	44	9	54	42	30	Black	0	2						e		0	3	44	1	73	56	41	7533	0	3						9		0	5	10	5	5	6	9	408	0	5						a59c95		0	6	29	2	96	81	68	411	0	6	29	9	9	8	91	7531	0	6	29	9	9	8	91	b		0	5	9	5	2	2	4	Warm Grey 4	0	5						e		0	5	17	1	6	0	5	404	0	5	30	0	9	1	0	a9a18c		0	5	17	4	9	1	0	d4d0c		0	2	7	7	2	8	8	420	0	7	75	2	72	38	18	4625	0	7	75	2	97	51	24	61331		0	7	75	2	97	51	24	8		0	3	21	1	7	4	0	b19a8c		0	3						63411		0	4	74	1	99	65	26	a	



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		0 5 10 0 1 6 9		1 19 20 20			
				7 3 0 9 3 1 7		5445	
		c1c9cf		1 2 7 0 6 2 9 8		Metallic 8201	
O		2 1 1 16 17 18		2 16 17 18	a3adb	1 6 0 8 3 3 4	5435
		0 0 10 0 3 3 4		1 20 21 22			
				1 6 0 8 3 3 4		5435	
		8		5 3 0 4 9 4 0		643	
					d1d6d		
					c		

Also accepted are all colors in the Pantone/PMS 7500 Series.



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CONTRACTOR ACKNOWLEDGEMENT FORM

ACKNOWLEDGEMENT:

I do hereby acknowledge that any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the most current adopted version of the building codes adopted by the City of Lakeway, Travis County, Texas, or to cause any such work to be done, shall first make application to the building official and obtain the required permit and that issuance of a permit shall not be held to permit or to be an approval of the violation of any provision of any state or local law.

Application is hereby made to obtain a permit to do work and installation as indicated on the approved construction drawings.

PROJECT/PERMIT NO.: _____

Electrical Contractor:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

Master Electrician:	TDLR License No.:
License Type:	Expiration Date:

AFFIDAVIT:

I certify that all work will be performed under my supervision in accordance with state and local laws and that the information contained in this form is true and correct to the best of my knowledge.

SIGNATURE OF MASTER LICENSE HOLDER: _____



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APPLICATION FOR PERMANENT SIGN PERMIT

(CHECK ONE & INCLUDE NECESSARY SUPPORTING MATERIAL)

- | | | |
|---|--|---|
| <input type="checkbox"/> MONUMENT | <input type="checkbox"/> MONUMENT MULTI-TENANT | <input type="checkbox"/> BUILDING (WALL) |
| <input type="checkbox"/> HANGING/PROJECTING | <input type="checkbox"/> DIRECTORY SIGNS | <input type="checkbox"/> SITE TRAFFIC CONTROL |
| <input type="checkbox"/> CHURCH/PUBLIC INFO | <input type="checkbox"/> OTHER: _____ | |

NAME OF BUSINESS OR BUILDING:		SIGN HEIGHT:	SIGN WIDTH:	SQ. FOOTAGE:
ADDRESS OF SIGN:		LEGAL DESCRIPTION (SUBDIVISION, SECTION, LOT #):		
PROPOSED DATE OF INSTALLATION:		PROPOSED DURATION:		
APPLICANT FIRM:	CONTACT NAME:	TELEPHONE:	E-MAIL	
MAILING ADDRESS:		CITY:	STATE	ZIP CODE
PROPERTY OWNER FIRM:	CONTACT NAME:	TELEPHONE:	E-MAIL	
MAILING ADDRESS:		CITY:	STATE	ZIP CODE

(FOR CITY USE ONLY)

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:	
<p>That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted.</p>	
<hr style="width: 80%; margin: 0 auto;"/> APPLICANT SIGNATURE	
<hr style="width: 80%; margin: 0 auto;"/> PRINTED NAME	<hr style="width: 80%; margin: 0 auto;"/> DATE

PERMIT NUMBER:
AMOUNT RECEIVED:
NOTES:



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REEXAMINATION REQUEST

PROJECT ADDRESS: _____

PRE-ISSUANCE

POST-ISSUANCE

APPLICANT:	TELEPHONE:	E-MAIL		
MAILING ADDRESS:	CITY:	STATE	ZIP CODE	

PLEASE USE THE SPACE BELOW TO FURTHER DESCRIBE THE CONTENT OF YOUR REQUEST:

(FOR CITY USE ONLY)

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<p>That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted. I further understand that City Staff review time may take up to seven (7) business days per review.</p>	
<p>_____</p> <p>APPLICANT SIGNATURE</p>	
<p>_____</p> <p>PRINTED NAME</p>	<p>_____</p> <p>DATE</p>

PERMIT NUMBER:
NOTES: