

TEMPORARY 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 temporary 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 temporary 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.

The exhibits provided on the next pages do not include examples of all temporary sign types however the link below to the sign chapter of the Lakeway Code of Ordinances will provide general design standards for the other signs.

[City of Lakeway Sign Code \(Chapter 26\)](#)

- Project Information Sheet
- Submittal Documents
- Exhibits (click on links below)
 - ❖ [Site Plan Example](#)
 - ❖ [Non-Residential Real Estate Sign Example](#)
 - ❖ [Project Development Sign Example](#)
 - ❖ [New Business Banner Example](#)
 - ❖ [Supplemental Information](#)
- Applications



TEMPORARY 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 temporary SIGN requiring a permit

QUESTIONNAIRE:

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

What is the type of sign? Check appropriate box:

- Nonresidential real estate sign
- Project development
- Model home/sales office
- New Business Banner
- Charitable Event Banner (to identify charitable events where 100% of the proceeds are donated to a family or individual coping with a special medical condition or physical disaster)
- Special Event Banners (to promote special events that, due to the location of the event and the volume of traffic anticipated by the event, necessitate special identification and directional signage)

What are the sign dimensions?

Height of sign: _____ feet

Width of sign: _____ feet

Copy area of sign: _____ sq. ft.

Independent supporting structure? Yes No If yes, provide details: _____

Total height of sign structure: _____ sq. ft.

What are the PMS color(s) _____

Proposed installation date? _____

Duration? _____



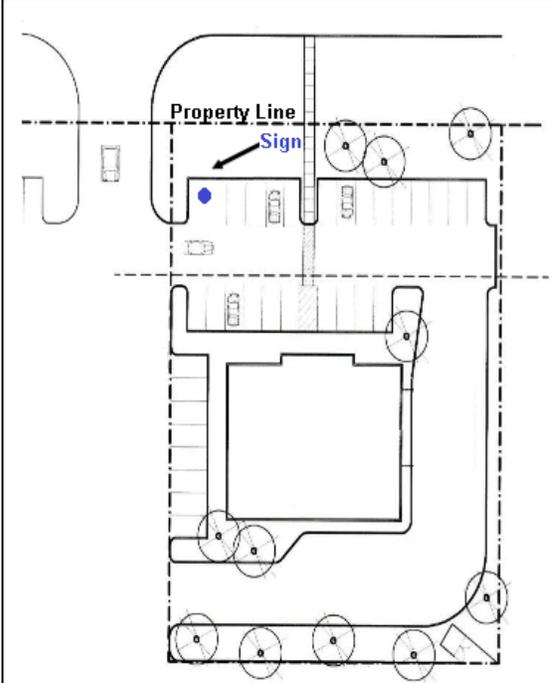
Building & Development Services
1102 Lohmans Crossing, Lakeway, TX 78734
Phone: (512) 314-7540 Fax: (512) 314-7541
www.lakeway-tx.gov

SUBMITTAL DOCUMENTS

Provide two sets of documents that include the following:

- Scaled rendering of the proposed sign
- Dimension controls (size, height and width of sign)
- Square footage of sign
- Exact sign area including letters and graphic elements
- Exact wording and lettering type as it will appear on the sign
- Color proof identifying materials and colors
- Pantone colors (earth tone colors only)
- A site plan that clearly show the location of the sign. It may only be located on the premises within the property lines
- Any additional information requested by staff to justify code compliance with ordinance
- Independent supporting structure details including height

Site Plan Example



Required Information:

- A. Name of Street(s)
- B. Property Lines:
 - Locate and label
- C. Location of Sign

Other Required Information:

- 1. Dimension Controls:
 - a. Height
 - b. Width
 - c. Area
- 2. Sign Proof
- 3. Pantone Color:
 - From an earthtone color palette

Signage must comply with the Lakeway Code of Ordinances: Section 26.04.002

Non-Residential Real Estate Sign Examples

Sign Dimension Limits: RR 620 and SH71

Maximum size 12 sq. ft.

Limited to a "for lease" or "for sale", agent's contact info (name, logo, phone/web site/e-mail address), address and size of property.

Stand-alone signs must have at least 2 painted wood supports with matching wood framing around the sides and top of sign.

Sign must be two-sided and use earth tone colors.

Sign to be located on premises within the property lines, within close proximity to any existing monument signs



Sign Dimension Limits: All Other Streets

Maximum size 4 sq. ft.



Project Development

Purpose: To identify subdivision improvement and site development construction and development projects.

Maximum size 24 sq. ft.



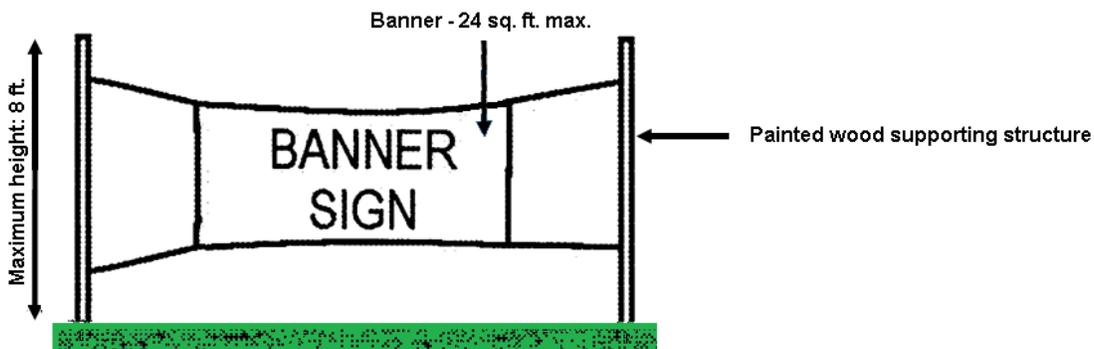
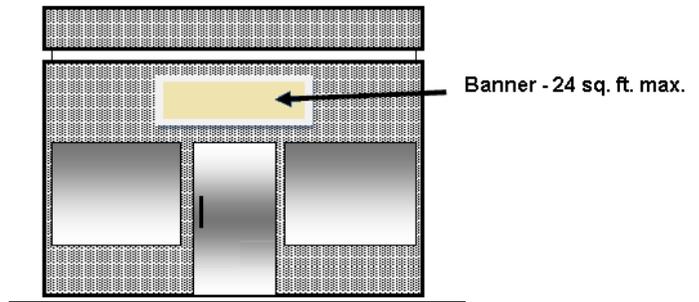
Location: Sign is to be located on the premises, within the property lines.

Duration: To be erected after construction permit is issued and to be removed upon completion of construction.

New Business Banner

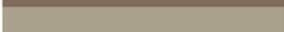
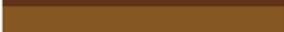
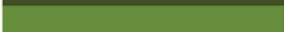
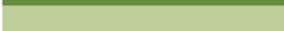
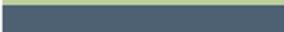
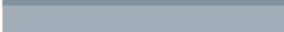


Sign shall contain only the name of the business, logo, type of business, telephone number, web site/e-mail info, date of opening, and address

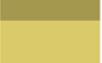
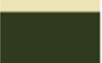
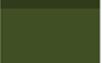
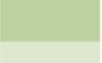
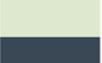
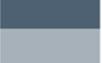


SUPPLEMENTAL INFORMATION

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		c	m	y	k	r	g	b	hex	Pantone/PMS (encycolorpedia.com)
A		30	50	60	80	73	56	41	#493829	7533
B		20	30	40	50	129	108	91	#816C5B	7531
C		10	15	30	30	169	161	140	#A9A18C	7536
D		20	70	90	70	97	51	24	#613318	469
E		15	50	90	50	133	87	35	#855723	464
F		5	20	40	20	185	156	107	#B99C6B	465
G		10	80	100	50	143	59	27	#8F3B1B	7526
H		0	55	100	10	213	117	0	#D57500	152
I		0	5	50	5	219	202	105	#DBCA69	458
J		55	25	85	70	64	79	36	#404F24	574
K		50	5	80	25	102	141	60	#668D3C	576
L		25	0	40	5	189	208	156	#BDD09F	579
M		55	30	20	50	78	97	114	#4E6172	7545
N		30	15	10	30	131	146	159	#83929F	5425
O		20	10	10	10	163	173	184	#A3ADB8	5435

creativecolorschemes.com		c	m	y	k	r	g	b	hex	color-hex.co	c	m	y	k	r	g	b	Pantone/PMS (encycolorpedia.com)
A		3	5		8				362a1e		2			7				
		0	0	60	0	73	56	41	493829		0	2	44	9	54	42	30	Black
									a59c95		0	3	44	1	73	56	41	7533
									605144		0	5	10	5	5	6	9	408
B		2	3		5	12	10		816c5b		0	6	29	2	96	81	68	411
		0	0	40	0	9	8	91	c0b6ae		0	6	29	9	9	8	91	7531
									7e7869		0	5	9	5	2	2	4	Warm Grey 4
									9		0	5	17	1	6	0	5	404
C		1	1		3	16	16	14	a9a18cd4d0c6		0	5	17	4	9	1	0	7536
		0	5	30	0	9	1	0	482612		0	2	7	7	2	8	8	420
									613318		0	7	75	2	72	38	18	4625
D		2	7		7				b19a8c		0	7	75	2	97	51	24	469
		0	0	90	0	97	51	24	63411a		0	3	21	1	7	4	0	408
									a		0	4	74	1	99	65	26	161

E		1 5 5 13	85572		3 4 13	464
		5 0 90 0 3 87 35 3			0 5 74 8 3 87 35	
F		2 2 18 15 10	c2ac92 8a755 0 b99c6 b		0 1 25 4 4 2 6	480
		5 0 40 0 5 6 7			0 1 4 13 11	
G		8 10 5 14	8f3b1b c79e8 e		0 5 42 6 8 7 80	Metallic 872
		0 0 0 0 3 59 27			0 5 4 13 11	
H		5 10 1 21 11	9f5700 d5750 0		0 6 42 7 5 6 7	465
		0 5 0 0 3 7 0			0 6 17 4 0 6 2	
I		21 20 10	eabb8 0 a4974 e dbca6 ede5b 5 303b1 b		0 9 81 8 7 44 20	175
		0 5 50 5 9 2 5			0 9 81 4 3 59 27	
J		5 2 7	404f24 a0a89 2 4c692 d 668d3 c b3c69 e 8d9c7 7		0 1 29 2 9 8 2	Skin Tone 11
		5 5 85 0 64 79 36			0 1 29 2 9 8 2	
K		5 10 14	4e617 a7b1b 9 626d7 7		4 10 3 15	7512
		0 5 80 5 2 1 60			4 10 1 21 11	
L		18 20 15	b0 0 5 0 13 4 0 8 6 5635		0 5 0 8 9 87 0	7512
		5 0 40 5 9 8 6			0 5 0 6 3 7 0	
M		5 3 5 11	dee8cf 3a485 5 4e617 a7b1b 9 626d7 7		0 0 45 8 4 7 8	Skin Tone 7
		5 0 20 0 78 97 4			0 0 45 8 4 7 8	
		2 18 20 15	b0 0 5 0 13 4 0 8 6 5635		0 8 52 6 4 1 78	5835
		5 0 40 5 9 8 6			0 8 52 4 9 2 5	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		0 8 52 4 9 2 5	458
		5 0 20 0 78 97 4			0 3 24 7 7 9 1	
		5 3 5 11	b0 0 5 0 13 4 0 8 6 5635		0 9 54 7 48 59 27	5743
		5 0 20 0 78 97 4			0 9 54 7 48 59 27	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		0 0 54 9 64 79 36	574
		5 0 20 0 78 97 4			0 0 54 9 64 79 36	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		5 0 13 4 0 8 6	5635
		5 0 20 0 78 97 4			5 0 13 4 0 8 6	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		2 5 10	371
		5 0 20 0 78 97 4			2 5 10	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		8 0 57 9 76 5 45	371
		5 0 20 0 78 97 4			8 0 57 9 76 5 45	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		2 4 10 14	576
		5 0 20 0 78 97 4			2 4 10 14	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		8 0 57 5 2 1 60	576
		5 0 20 0 78 97 4			8 0 57 5 2 1 60	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		1 2 17 19 15	577
		5 0 20 0 78 97 4			1 2 17 19 15	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		0 0 20 2 9 8 8	577
		5 0 20 0 78 97 4			0 0 20 2 9 8 8	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		1 3 14 15 11	5773
		5 0 20 0 78 97 4			1 3 14 15 11	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		0 0 24 9 1 6 9	5773
		5 0 20 0 78 97 4			0 0 24 9 1 6 9	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		1 18 20 15	578
		5 0 20 0 78 97 4			1 18 20 15	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		9 0 24 8 9 8 9	578
		5 0 20 0 78 97 4			9 0 24 8 9 8 9	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		22 23 20	7485
		5 0 20 0 78 97 4			22 23 20	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		4 0 11 9 2 2 7	7485
		5 0 20 0 78 97 4			4 0 11 9 2 2 7	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		3 1 6	7546
		5 0 20 0 78 97 4			3 1 6	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		2 5 0 7 58 72 85	7546
		5 0 20 0 78 97 4			2 5 0 7 58 72 85	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		3 1 5 11	7545
		5 0 20 0 78 97 4			3 1 5 11	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		2 5 0 5 78 97 4	7545
		5 0 20 0 78 97 4			2 5 0 5 78 97 4	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		1 2 16 17 18	5435
		5 0 20 0 78 97 4			1 2 16 17 18	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		0 4 0 7 7 7 5	5435
		5 0 20 0 78 97 4			0 4 0 7 7 7 5	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		1 5 10 11	431
		5 0 20 0 78 97 4			1 5 10 11	
		5 10 14	b0 0 5 0 13 4 0 8 6 5635		8 8 0 3 98 9 9	431
		5 0 20 0 78 97 4			8 8 0 3 98 9 9	



Building & Development Services
 1102 Lohmans Crossing, Lakeway, TX 78734
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N		3 1 3 13 14 15		1 3 13 14 15
		0 5 10 0 1 6 9		8 8 0 8 1 6 9 5425
		83929f		1 19 20 20
		c1c9cf		7 3 0 9 3 1 7 5445
O		2 1 1 16 17 18		2 7 0 6 2 9 8 Metallic 8201
		0 0 10 0 3 3 4		1 2 16 17 18
		a3adb		1 6 0 8 3 3 4 5435
		8		1 20 21 22
		d1d6d		5 3 0 4 9 4 0 643
		c		

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



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APPLICATION FOR TEMPORARY SIGN PERMIT

(CHECK ONE & INCLUDE NECESSARY SUPPORTING MATERIAL)

- | | | |
|---|---|--|
| <input type="checkbox"/> COMMERCIAL REAL ESTATE | <input type="checkbox"/> SPECIAL EVENT | <input type="checkbox"/> MODEL HOME/SALES OFFICE |
| <input type="checkbox"/> NEW BUSINESS BANNER | <input type="checkbox"/> CHARITABLE EVENT | <input type="checkbox"/> PROJECT DEVELOPMENT |
| <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;"/> <p>APPLICANT SIGNATURE</p>	
<hr style="width: 80%; margin: 0 auto;"/> <p>PRINTED NAME</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>DATE</p>

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)

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. I further understand that City Staff review time may take up to seven (7) business days per review.</p>	
<hr style="width: 80%; margin: 0 auto;"/> <p>APPLICANT SIGNATURE</p>	
<hr style="width: 40%; margin: 0 auto;"/> <p>PRINTED NAME</p>	<hr style="width: 40%; margin: 0 auto;"/> <p>DATE</p>

PERMIT NUMBER:
NOTES: