



SIGN APPLICATION

The City of Dickinson Sign Standards is located in Chapter 15.1 of the City of Dickinson's Code of Ordinances, and Chapter 18, Article XI (for any commercial uses located within the Highway 3 Overlay District).

The following items provide a checklist of minimum documentation requirements, which must be met, for application for any sign which is proposed to be installed within the City.

ALL DOCUMENTS ARE ENCOURAGED TO BE SUBMITTED DIGITALLY IN PDF FORMAT MERGED/COMBINED TOGETHER AS LISTED BELOW ON A CD OR USB DRIVE OR EMAILED TO permits@ci.dickinson.tx.us

WALL SIGN PLAN REVIEW REQUIREMENTS

Merge/combine the following files together, facing the correct direction and name the file:

Wall Sign (*Address of Permit Request*)

- Completed Sign Permit Application with applicable signatures
- Scaled drawing of the proposed sign that includes all dimensions, colors, and materials of sign.
- A detailed scaled drawing of the building elevation where the sign will be placed, including dimensions of walls & existing signs.
- Details of all connections, and supports.
- Electrical details (if applicable)

****Plan Review is ten (10) to fourteen (14) business days***

MONUMENT AND POLE SIGN PLAN REVIEW REQUIREMENTS

Merge/combine the following files together, facing the correct direction and name the file:

Monument or Pole Sign (*Address of Permit Request*)

- Completed Sign Permit Application with applicable signatures
- Scaled drawing of the proposed sign that includes all dimensions, colors, and materials of sign.
- Site plan drawn to scale showing north arrow, proposed sign location, existing buildings or structures, other signs, property lines, setback lines, and public streets.
- Details of all connections, supports, and footings.
- Electrical details (if applicable)

****Plan review is ten (10) to fourteen (14) business days***

HIGHWAY 3 OVERLAY DISTRICT

Before submitting anything related to signage in the Highway 3 Overlay District, please contact the Director of Community Development, Zach Meadows. Phone: (281) 337-6259 Email: zmeadows@ci.dickinson.tx.us



SIGN APPLICATION

PROPERTY INFORMATION	
Project Address:	
Owner Name:	
Owner Address:	Overlay District: <input type="checkbox"/> Yes <input type="checkbox"/> No

CONTRACTOR INFORMATION		
Contractor Name:		
Contractor Address:		
City:	State:	Zip:

TYPE OF SIGN			
<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Monument Sign	<input type="checkbox"/> Pole Sign*	* Only Permitted in Sign District A ** Electrical Permit Required
<input type="checkbox"/> Window Signage	<input type="checkbox"/> Temporary Signage	<input type="checkbox"/> Other	
Width:	Height:	Total Sq ft:	Valuation:
<input type="checkbox"/> Non-Illuminated	<input type="checkbox"/> Internal Illuminated**	Existing Signage:	
<input type="checkbox"/> External Illuminated**		<input type="checkbox"/> Yes <input type="checkbox"/> No What is the Sq ft:	

PROPERTY OWNER/AGENT AUTHORIZATION		
<p>Property Owner Consent/Agent Authorization: By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. This fee is non-refundable even in the event of application withdrawal. I have the power to authorize and hereby grant permission for City of Dickinson officials to enter the property on official business as part of the application process.</p>		
<hr/>	<hr/>	<hr/>
Signature of Contractor/Authorized Agent	Printed Name	Date

FOR OFFICE USE ONLY	
Permit Number: _____	Fees Due: _____
Date Submitted: _____	Payment: _____
Plan Reviewer: _____	Date: _____

You can email this application along with supporting documentation to:
permits@ci.dickinson.tx.us