



**Planning & Community Development Department  
Planning Division**

550 Landa St. New Braunfels, TX 78130  
(830) 221-4050 www.nbtexas.org

CC/Cash/Check No.: _____	Case No.: _____
Amount Recd. \$ _____	
Receipt No.: _____	
Council Date: _____	
<i>Submittal date – office use only</i>	

## Conditional Sign Permit Application

**Any application that is missing information will be considered incomplete and will not be processed.**

1. **Applicant - If business owner or coordinator of special event, so state. If agent or other relationship, a letter of authorization must be furnished from owner when application is submitted.**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

2. **Property Address/Location:** \_\_\_\_\_

3. **Existing signs on property:** \_\_\_\_\_

4. **Number of requested signs:** \_\_\_\_\_

5. **Dimension & height of sign(s):** \_\_\_\_\_

\_\_\_\_\_

6. **Business or event to be advertised:** \_\_\_\_\_

7. **Reason for request (please explain in detail and attach additional pages if needed):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. **ATTACHMENTS:** (The following items must be submitted with the application)

**For review purposes electronic submittal of plans in PDF format and photographs is preferred.**

- A \$772.50 fee. (\$750 application fee + \$22.50 technology fee (3%))
- A scaled site plan showing the proposed location of the sign(s) on the property.
- A map showing the distance from sign(s) to business or event if signs are off-premise.
- A sketch showing the contents, dimensions and construction materials of the sign(s).
- Photographs of the property where the sign(s) will be located.
- Photographs of the property depicting the proposed sign(s) superimposed/photoshopped in their proposed locations.
- Agent letter (if applicable).

**The undersigned hereby requests a conditional sign permit for the location(s) described above.**

\_\_\_\_\_  
**Signature of Owner(s)/Agent**

\_\_\_\_\_  
**Date**



**2019 PLANNING UNOFFICIAL STAFF/CITY COUNCIL MEETING CALENDAR**  
**Council Chambers - 6:00 p.m.**

<b>City Council Meeting Date</b>	<b>Application Deadline (Friday)</b>	<b>Agenda Publishing Day</b>
Jan 14, 2019	Nov 30, 2018	Jan 8, 2019
Jan 28, 2019	Dec 14, 2018	Jan 22
Feb 11, 2019	Dec 28, 2018	Feb 5
Feb 25, 2019	Jan 11	Feb 19
Mar 11, 2019	Jan 25	Mar 5
Mar 25, 2019	Feb 8	Mar 19
Apr 8, 2019	Feb 22	Apr 2
Apr 22, 2019	Mar 8	Apr 16
May 13, 2019	Mar 29	May 7
May 27, 2019	Apr 12	May 21
Jun 10, 2019	Apr 26	Jun 4
Jun 24, 2019	May 10	Jun 18
Jul 8, 2019	May 24	Jul 2
Jul 22, 2019	Jun 7	Jul 16
Aug 12, 2019	Jun 28	Aug 6
Aug 26, 2019	Jul 12	Aug 20
Sept 9, 2019	Jul 26	Sept 3
Sept 23, 2019	Aug 9	Sept 17
Oct 14, 2019	Aug 30	Oct 8
Oct 28, 2019	Sept 13	Oct 22
Nov 11, 2019	Sept 27	Nov 5
Nov 25, 2019	Oct 11	Nov 19
Dec 9, 2019	Oct 25	Dec 3
Jan 14, 2020	Nov 30	Jan 8
Jan 28, 2020	Dec 14, 2019	Jan 22, 2020

- \* The Mar 11<sup>th</sup> regular City Council meeting was rescheduled due to Spring Break
- \*\* It has been tradition that the last City Council regular meeting of the year be cancelled (Dec 23, 2019).
- \*\*\* This guide may be subject to changes if situations arise that warrant alterations.