



**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 \$772.00 fee. (\$750 application fee + \$22.00 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.

City Council Meeting Date	Application Deadline (Friday)	Agenda Publishing Day
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 11th 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.