



# ZONING SIGN CRITERIA

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (972) 292-5300

A zoning sign is a sign erected on the property requested to publicize a Zoning Change or a Specific Use Permit. **The number of signs and the placement of signs shall be determined at the time of First Review Comments for the zoning and/or Specific Use Permit case.** It is the responsibility of the owner/project representative to contact Development Services Department to verify the number and location of signs needed.

Property owners/applicants may use any sign company to meet zoning sign criteria. To order zoning signs, the applicant should contact a sign company; the sign company will install the zoning sign(s) in the Planner designated location(s).

## ADHERE TO THE FOLLOWING INSTRUCTIONS:

### SIGNS DESIGN

- Signs shall be four (4) feet by four (4) feet.
- The sign shall be constructed in accordance with the City’s design standards for zoning signs.
  - a. Two (2) sided ten (10) millimeter Coroplast sign or other material of equivalent strength and durability.
  - b. Lettering on both sides of the sign.
  - c. Metal or wood posts shall be used.
- The signs shall comply with the layout and dimensions on the attached Zoning Sign Design Diagram.

### PLACEMENT

- The sign shall be placed in a location visible from all streets adjacent to the property included in the request.
- One (1) sign shall be erected adjacent to each street frontage of the property.
- Signs shall be located no greater than twenty (20) feet from the front property line, and shall be a minimum of two (2) feet off the ground.
- Sign shall be placed perpendicular to the roadway to enable reading from both sides.

### PROOF OF POSTING

- The property owner or his/her representative shall **erect the sign on the property fourteen (14) days prior to the first public hearing** scheduled to discuss the zoning and/or Specific Use Permit case applicable.
- The property owner is be responsible for maintaining the sign on the property throughout the entire review process.
- The property owner or his/her representative must **provide verification** with a photograph that the zoning and/or specific use permit **sign is in place one (1) week prior to the scheduled Planning & Zoning Commission meeting date.**

### REMOVAL OF SIGNS

- The property owner or his/her representative must remove the sign within three (3) calendar days:**
  - a. after the City Council's approval of the ordinance rezoning the property;
  - b. after the Planning & Zoning Commission denies the request, unless an appeal to the City Council is made; or
  - c. after the City Council denies the zoning request.

Preparer’s \_\_\_\_\_ Name:

Preparer’s \_\_\_\_\_ Signature:



# ZONING SIGN CRITERIA

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (972) 292-5300

---

**NOTE:** Violations of the sign ordinance will result in fines to the property owner and will delay the request for zoning or Specific Use Permit. Failure to remove zoning signs per the sign ordinance will result in a citation of \$500 per sign/per day until removed.