



Code Enforcement Office, City of Glen Rose, Texas
 P.O. Box 1949, Glen Rose, Texas 76043

Tel: (254) 897-9373 Fax: (254) 897-7989

TEMPORARY BUSINESS PROMOTIONAL SIGN AUTHORIZATION
(For non-residential properties outside of the historical district)

Date of request:	Permit # (Entered by Code Enforcement):
Permit Address:	

PROPERTY OWNER/LEASEE INFORMATION

First Name:	Last Name:	Position:	
Company Name:			
Address of business:	City: Glen Rose	State: Texas	Zip: 76043
Phone:		Email:	

SIGN INFORMATION

Sign Type:	Sign Dimensions:	Square footage: (Hgt x Width)

TOTAL SQUARE FOOTAGE
 (Must not exceed 75 square feet)

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I have read and agree to adhere to the regulations governing the use of temporary or portable business promotional signs on the reverse of this form. I further understand that if I do not follow these regulations that I will be in violation of a City Ordinance.

 Signature

 Date

APPROVED

DISAPPROVED

EXPIRATION DATE: _____

 Signature of Approving Authority

 Date

Remarks: _____

Temporary business promotional signs may be placed in or on windows and shall have a combined area not exceeding 10% of the area of all windows on the same wall. Area of the signs shall not be counted against total permitted sign area and no permit is required.

A-frame or sandwich signs shall be permitted, without a permit fee, provided they meet the following criteria:

- (1) Sign approval must be obtained from Code Enforcement Officer prior to use;
- (2) Sign must be no larger than 4 feet high by 2 feet wide;
- (3) Sign must be professional in appearance (painting, lettering and the like);
- (4) Sign must be located in front of the business it advertises. If located elsewhere, sign owner must provide written permission from the owner of property where sign is located;
- (5) Sign may only be placed on sidewalk during business hours;
- (6) Sign may not block sidewalk or interfere with walking traffic; and
- (7) Sign may not interfere with Americans with Disability Act guidelines.

Banners, pennants and portable signs are authorized in all non-residential districts, subject to the following restrictions:

- (1) A temporary sign authorization must be approved by the city prior to erecting or placing the sign. Authorizations for temporary signs shall be granted only with the written consent of the owner of the property or the person in charge of such property.
- (2) The total square footage of all temporary signs placed by one authorization shall not exceed seventy-five (75) square feet.
- (3) A total of five (5) temporary signs shall be authorized by any one authorization, per business, as long as the total square footage of these signs does not exceed seventy-five (75) square feet.
- (4) The maximum permitted height per sign is six (6) feet, except, vertical flag type banners may have a maximum height of 12 feet.
- (5) No fees will apply for temporary/portable signs.
- (6) Signs must be kept in a serviceable condition at all times. A tear over 5 inches in length, a sign coming loose from its stand or frame, letters missing from a sign, or materials faded 50% or more are considered unserviceable, and must be removed.
- (7) Temporary sign authorizations are good for a period of 12 months. If the authorized sign is replaced, using another sign that is the same exact size, a new authorization is not required during the 12 month period.
- (8) Portable temporary signs, with changeable letters, that are not being utilized must be removed from public view.

Inflatable Signs and Balloons. Inflatable signs are permitted in nonresidential zoning districts, subject to the following:

- (1) Inflatable signs shall not exceed twenty (20) feet in height or ten (10) feet in width, and shall be fastened securely to the level ground. No balloon shall be flown at a height exceeding one hundred feet (100) above the level ground.
- (2) No inflatable sign shall be attached to the roof of a building or other structure.
- (3) An inflatable sign authorization is valid for fourteen days (14). No more than four inflatable sign authorizations shall be issued per calendar year for any one business or property.
- (4) No inflatable sign shall be located within twenty (20) feet of a roadway or a driveway or other ingress or egress from the property.
- (5) A no fee permit is required for inflatable signs and balloons.