



City of Bastrop, Texas

Sign Permit Checklist

Planning Department • 1311 Chestnut Street • 512-322-8840

PROJECT NAME: _____

WHAT REQUIRES A SIGN PERMIT?

A Sign Permit is required for any Sign for:

- Display
- Rebuilding
- Restructuring
- Expansion
- Relocation
- Structural Alteration

WHO IS REQUIRED?

All property within the City Limits and the Extraterritorial Jurisdiction (ETJ) of the City of Bastrop.

ALLOWABLE SIGNS WITH PERMIT

1) Building Signs:

- ✓ Address Sign
- ✓ Awning Sign
- ✓ Band Sign
- ✓ Blade Sign
- ✓ Marquee Sign
- ✓ Nameplate Sign
- ✓ Outdoor Display Case
- ✓ Window Sign

2) Freestanding Signs:

- ✓ Sidewalk Sign
- ✓ Yard Sign
- ✓ Monument and Pole Signs (only Hwy 71 & 95)

3) Temporary Signs:

- ✓ Banners

PROHIBITED SIGNS

- × Portable Signs
- × Off-Premise Signs containing Commercial advertising
- × Signs that may be confused with a traffic control device
- × Signs with lights that blink, fluctuate, or move
- × Boxes, tires, or other goods stored in view of street serving as a sign
- × Feather Banners
- × Human Signs/Billboards
- × Balloon Signs
- × Inflatable Signs
- × Pennants
- × Pole Signs
- × Roof Signs
- × Flags with Commercial message

VIOLATIONS INCLUDE SIGNS:

- Located or projected over any public right-of-way
- Attached to any utility pole/wire, traffic sign, public easement or placed on government-owned property
- Obstructing any fire escape or required exit/door necessary for egress
- Attached to trees, bushes, planters, benches, or other pedestrian elements

Check Box if Included:	PER ORDINANCE 2020-03, ADOPTION OF CITY OF BASTROP DEVELOPMENT MANUAL, SIGN PLAN REQUIREMENTS ARE AS FOLLOWS:		Official Use Only	
	GENERAL SIGN PLAN SUBMITTAL REQUIREMENTS		Meets Standard	Does not meet standard
	SIGN PERMIT PROCESS OVERVIEW			
	1) Complete Submittal Package, which includes: Standard Sign Application, all checklist items, and payment. 2) Staff review, with comments issued as needed. 3) Receive Permit Approval or Denial. 4) Monument and pylon signs require a footing pre-pour inspection. Final inspections for all signage required.			
	SIGN PERMIT APPLICATION CHECKLIST			
		A SIGN PERMIT APPLICATION SHALL INCLUDE:		
	1	ALL documents specified on the Sign Permit Checklist with a signed copy of the Sign Permit Checklist (this document)		
	2	Agent Authorization Form if Applicant is not the Property Owner		
	3	Date of proposed sign installation		
	4	Place Type Zoning District		
	6	Any Warrant has been approved or requested		
	7	Illustration of Sign including: <ul style="list-style-type: none"> – Location – Appearance – Dimensions of sign and letter – Position on building or ground – Drawn to scale – All existing signs maintained on the premises and visible from the right-of-way 		
	8	Specification for the Signs construction, lighting, and wiring (if applicable)		
	9	Any other requirements requested by the City		

APPLICANT SIGNATURE: _____

DATE: _____

ON-PREMISE SIGN STANDARD SPECIFICATIONS

See Article 8.3 On-Premise Sign Types & Standards for more detailed information and specifications. All specifications below represent the maximum dimensions or quantity allowed per the B3 Code (unless otherwise noted).

SIGN TYPE	QUANTITY	AREA	WIDTH	HEIGHT	DEPTH/ PROJECTION	CLEARANCE (minimum)	LETTER HEIGHT	VALANCE HEIGHT	DISTANCE FROM CURB
ADDRESS	1 / address	2 sf	24 in	12 in	3 in	4.5 ft	6 in	n/a	n/a
AWNING	1 / window	n/a	face width	n/a	4 ft min	8 ft	5 - 10 in	12 in	2 ft min
BAND	1 (2 for corner) / building	1.5 sf / linear ft of facade	90% max width of facade	3 ft.	7 in	7 ft	18 in	n/a	n/a
BLADE	1 / facade	4 - 6 sf	4 ft	4 ft max	4 ft	8 ft	8 in	n/a	n/a
MARQUEE	1 / business	n/a	Entrance + 2 ft each side	50% story height max	4 - 10 ft	10 ft	n/a	n/a	3 ft min.
NAMEPLATE	1 / address	3 sf	18 in	2 ft max	3 in	4 ft	n/a	n/a	n/a
OUTDOOR DISPLAY CASE	1 / address	6 sf	3.5 ft	3.5 ft	5 in	4 ft	n/a	n/a	n/a
SIDEWALK	1 / building	3 sf	24 in	2 ft	3 in	4 ft	n/a	n/a	n/a
WINDOW	1 / window	25% coverage / window	n/a	n/a	n/a	4 ft	8 in	n/a	n/a
YARD	1 / lot	6 sf	3 ft	2 ft	n/a	3 ft	8 in	n/a	n/a
MONUMENT & POLE	1 / frontage	4:1 max height to width ratio	HWY 71: 35 ft max HWY 150 & HWY 95: 20 ft max				n/a	n/a	n/a

TEMPORARY SIGN STANDARD SPECIFICATIONS

See Article 8.4 Temporary Signs for more detailed information and specifications. All specifications below represent the maximum dimensions or quantity allowed per the B3 Code (unless otherwise noted).

SIGN TYPE	QUANTITY	AREA	WIDTH	HEIGHT	TIME PERMITTED	SETBACK
BANNER	1 / business or 1 / block if over right-of-way No more than 2 / event	48 sf	Not to exceed 75% of building width	4 ft	2 weeks 4 x per year	n/a
BANDIT	Authorized for new residential subdivisions during development and sale phases only	4 sf	n/a	3 ft above the natural grade	5:00 am Saturday - 6:00 am Monday	5 ft min from property line
CONSTRUCTION SITE	1 freestanding sign / street frontage on the property where the activity is to occur 1 wall sign per building	Freestanding: 32 sf Wall: 10% of business storefront on which it is attached	n/a	n/a	No earlier than 30 days before the commencement of the activity and must be removed no later than 30 days after the activity is completed, or the installation of a permanent sign, whichever occurs first	n/a
DEVELOPMENT INFORMATION	1 sign / every 50 lots, not to exceed 32 signs	40 sf	All signs must conform to a unified design, shape and neutral color scheme and be constructed of strong durable weather- resistant material		Residential: sign may be displayed once% of each phase to which the sign is a part of is completed Commercial: sign may be displayed with the approval of a site plan or a building permit	Locate on private property within the project development.
GARAGE SALE	n/a	4 sf	n/a	n/a	5:00 pm Thursday - 8:00 am Monday	Locate on private property 3 ft from a curb
LIGHT POLE- MOUNTED BANNERS	1 / light pole	12 sf	2 ft	6 - 12 ft	Must be permitted by the City.	Permitted in CBD
MODEL HOME	1 / cluster of model home per builder	18 sf	n/a	6 ft	Must be removed from the premises upon sale of the last model home.	Place in front on 1 or more model homes per builder