# Billboard Relocation / Conversion Permit Application

100 W. Center ● P.O. Box 40 ● Kyle, Texas 78640 ● (512) 262-3911 ● Fax (512) 262-3915
Office Hours: Monday – Thursday 7:30 a.m. – 5:30 p.m. Friday 7:30 a.m. – 11:30 a.m

**(See Reverse Side for detailed Information)**

Job Address: _____ Date: _____

☐ Movement of sign ☐ Conversion to digital

**Contact individual for sign:** *(Individual will be responsible for responding to city inquiries concerning this project)*

Name: _____

Ph #: _(_____)_____

**Billboard Contractor:** ☐ Owner ☐ Contractor

Company Name: _____

Address: _____ Ph #: _(_____)_____

**Electrical Contractor:**

Company Name: _____

Address: _____ Ph #: _(_____)_____

Are there any existing monument, pylon or pole signs on property? ☐ Yes ☐ No *(If yes, review check list for requirements)*

**Static Billboard Sign**

Overall structure height from grade: _____
Sign face height: _____
Sign face width: _____
Sign face area SF: _____
Sign face area ROW: _____
Setback from structure: _____
Setback from property line: _____
Separation distance from other billboard signs: _____

**Digital Billboard Sign**

Overall structure height from grade: _____
Sign face height: _____
Sign face width: _____
Sign face area SF: _____
Sign face area ROW: _____
Setback from structure: _____
Setback from property line: _____
Separation distance from other billboard signs: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be compiled with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. The issuance of any permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

Applicant printed name: _____ Signature: _____

## APPLICATION CHECKLIST

**Compliance Required:**

1) Except as provided in this section, CEVMS signs must fully comply with the size, height, spacing, setback, and other restrictions in this article for detached non-premise signs.

2) CEVMS sign support structures must be built to comply with the building code.

3) CEVMS signs must comply with Title 43 Texas Administrative Code Section 21.252 – 21.260, "Electronic Signs," as amended.

4) Both existing and new CEVMS signs must comply with all lighting and safety standards mandated by federal, state, or local rules or statues, including standards adopted or amended after the date of passage of these requirements. Lighting and safety standards include brightness; message duration; and proximity of the sign to other digital displays, ramps, and interchanges.

**Documents for submittal:**

- Billboard Relocation / Conversion Permit Application
- 3 Copies of sign design plans including engineered plans for support structure.
- 3 Copies of an affidavit from the property owner authorizing erection of the sign, or an executed lease agreement.
- 3 Copies of site plan showing the proposed sign in relation to the property lines and any building, fence or other structure on the property. All setbacks shall be stated from structures & property lines. Information shall also be printed exhibiting separation distance from other billboards, whether static or digital. Site plan shall be engineer certified.
- All submitted documents shall state the address of the sign

❖ **The annual registration fee of $2,000.00 for an off-premise digital display sign, per digital sign face, is due at time of initial permit pick up in addition to sign permit fee, under Kyle Code of Ordinances, Section 29-71.**