



CITY OF FAIR OAKS RANCH
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015
PH: 210-698-0900 FX: 210-698-3565
alittle@fairoaksranchtx.org
www.fairoaksranchtx.org



TEMPORARY SIGNS

Permits are required for all Commercial and Residential temporary signs and temporary banners.

REQUIRED ITEMS TO BE SUBMITTED TO ACQUIRE A TEMPORARY SIGN PERMIT

1. A completed City of Fair Oaks Ranch Temporary Sign Permit Application.
2. Attach a copy of the sign in question with dimensions

SIGN GUIDELINES

The following guidelines have been extracted from existing city ordinances and code to assist you in managing your temporary sign. This document is general in nature and does not modify or supersede any city ordinance in effect which takes precedence over this guideline.

PERMIT:

1. Permits for temporary signs and banners are valid for a specified 30-day period.
2. Only one temporary sign permit will be issued on the same Zone Lot during any consecutive 4-month period.
3. A temporary sign will be allowed only in accordance with Table 10.1 in the Unified Development Code and subject to all the requirements for temporary signs as noted therein.
4. A permit for a temporary sign of a grand opening is allowed one time for new businesses. These permits shall be issued within 90 days of the date of the opening and shall be limited to 45 days.
5. A permit for a temporary sign of a going out of business/ closing is allowed one time for a business. These permits shall be issued within 90 days of the date of closing and shall be limited to 45 days.
6. Signs will always be maintained in good structural condition.
7. No more than one banner may be displayed at any one time at the establishment of the event.
8. Permit must be issued **BEFORE** the temporary sign or banner is displayed.
9. Permit must be kept on site available to be viewed by any city personnel at any time.

REQUIREMENTS

1. All signs to meet requirements of United Development Code, Chapter 10.
2. A schematic of the sign in question with dimensions.
3. A \$25 non-refundable permit fee is due at time of permit issuance.



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TEMPORARY SIGN PERMIT APPLICATION

Temporary Sign Address: _____ Unit: _____ Lot: _____

Applicant Name: _____ Phone: _____

Applicant Email: _____

I am not the property owner where this temporary sign is proposed to be erected.

Property Owner Name: _____ Phone: _____

Applicant Email: _____

I, the property owner, Refuse Will allow this temporary sign on my property.

 Property Owner Signature

 Date

\$25.00 Non-Refundable Fee: Temporary Sign

Type of Sign: Sign Banner Other _____

Sign Material: _____ Sign Dimensions: _____

Sign Reads: _____

Expected Sign Display Beginning Date: ____/____/____ Expected Ending Date: ____/____/____

 Applicant Signature

 Date