



# Sign Permit Application Information

## **Included in this Packet:**

Land Development & Permit eSystem Information

Sign Permit Ordinance

Sign Permit Application

# Sign Permit Process

The following information applies to all freestanding and on- building signs. Contact Joelle Jordan, (512) 218-5422, with the Planning and Development Services Department, for all signage proposed for properties zoned (H), Historic Overlay District.

## Steps:

1. Obtain and review a copy of the Sign Ordinance online at [Municode](#).
2. Check the Zoning for the property on which the sign will be located and refer to the Zoning Ordinance or Planned Unit Development (PUD) for specific requirements related to signage within the assigned Zoning District or PUD.
3. Obtain a Sign Permit Application from the Building Inspections Department, contact Kim Chappius or Carol Turner, 218-5550.
4. Submit the completed application, and 2 sets of the supporting documents listed below to the Building Inspections Department and pay the required fee. For illuminated signs, the sign company must have a registered Electrical Sign License with TDLR.
5. The Building inspections Department distributes the application to the appropriate reviewing authorities.
6. Reviewers will contact the applicant if there is a problem with the submittal or if more information is needed for approval.
7. When the review is complete and all comments are adequately addressed by the applicant the permit is issued and the applicant will be notified by the Building Inspections Department.
8. Once the sign installation is complete the applicant must call the Building Inspections Department for a final inspection.

## Information required for submittal:

- Correct address for proposed sign
- Elevation of all proposed signage with all dimensions: sign face(s), pole(s), sign foundation, etc.
- For on- building signs, calculations and dimensions proving sign area is within maximum square footage allowed by code.
- Copy of site plan showing dimensioned location and layout of the sign including all footings and outermost limit of sign above ground.
- All utilities and easements including PUE's required by plat
- Location of all existing free-standing signs within 100' radius of all proposed free-standing signs
- Construction details of proposed sign: including wiring diagrams, material schedules, etc.
- Photograph or cut-sheet of the proposed sign (optional)

## Land Development and Permit eSystem

The City of Round Rock has implemented a Land Development and Permit eSystem accessible by project applicants and/or their representatives. This on-line system will allow users to see the progress of development projects, access review comments, schedule inspections and more. The most efficient way to find what you are looking for is to search by permit number, which will be given by the department you submit your application to. Click on this [link](#) and save it to your favorites in order for this site to be easily accessible in the future. You may also go to [www.roundrocktexas.gov](http://www.roundrocktexas.gov) and click on the Development/Permit Tracker listed under online services on the left side of the home page.

## Chapter 30 - SIGNS <sup>[46]</sup>

<sup>(46)</sup> **State Law reference**— Regulation of signs by municipalities, V.T.C.A., Local Government Code ch. 216.

[Sec. 30-1. - Home occupations signs.](#)

[Sec. 30-2. - Construction phase signs.](#)

[Sec. 30-3. - Business uses signs.](#)

[Sec. 30-4. - Real estate marketing signs.](#)

[Sec. 30-5. - Portable signs.](#)

[Sec. 30-6. - Promotional signs.](#)

[Sec. 30-7. - Nonconforming sign abatement.](#)

[Sec. 30-8. - Signs, posters and outdoor advertising prohibited in public rights-of-way.](#)

[Sec. 30-9. - Area identification signs.](#)

[Sec. 30-10. - Special exceptions.](#)

[Sec. 30-11. - Appeals to building standards commission.](#)

[Sec. 30-12. - Regulation of outdoor signs in the city's extraterritorial jurisdiction.](#)

[Sec. 30-13. - Political campaign signs.](#)

[Sec. 30-14. - Signs for historic districts and historic landmarks.](#)

### **Sec. 30-1. - Home occupations signs.**

Customary home occupations shall be permitted one sign each, provided that such sign shall be attached flatwise to the house and shall not exceed two square feet in surface area.

(Code 1995, § 3.1401; Ord. No. G-95-12-21-10B, 12-21-1995)

### **Sec. 30-2. - Construction phase signs.**

During construction of a building, one unilluminated sign advertising contractors or architects working on such premises shall be permitted, provided that such sign shall not be more than 40 square feet in area and shall be set back from the front property line. Such sign shall be removed immediately upon the occupancy of the building.

(Code 1995, § 3.1402; Ord. No. G-95-12-21-10B, 12-21-1995)

### **Sec. 30-3. - Business uses signs.**

(a) *Definitions.* For the purposes of this chapter, certain terms and words are hereby defined. Terms not defined herein shall be construed in accordance with chapter 46, zoning and other codes and ordinances or their customary usage.

*Animated sign.* Any sign that uses movement or change of lighting to depict action or motion.

*Banner.* Any sign printed or displayed upon cloth or other flexible material, with or without frames.

*Building.* A structure built, maintained or intended for use for the shelter or enclosure of persons,

animals or property of any kind.

*Business use.* Land uses classified by the zoning ordinance as commercial or industrial, including churches, schools, and multifamily projects, but not customary home occupations.

*Changeable copy sign.* A sign or portion thereof with characters, letters, or illustrations that can be changed or rearranged.

*Cluster sign site.* A tract of land located in a large center on a frontage road and limited to use for a sign cluster and the associated landscaping.

*Electronic messaging center (EMC).* A sign or portion thereof composed of an array of lights which can be programmed to provide a message in text through electronic means.

*Freestanding sign.* Any sign which is attached to or part of a completely self-supporting structure. The supporting structure shall be firmly in or below the ground surface and not attached to any building or other structure, whether portable or stationary.

*Freeway.* Any highway that contains frontage roads.

*Frontage road.* The set of lanes on either side of a freeway, which parallel the freeway center lanes and provide access to abutting properties.

*Fuel outlet.* A business use where gasoline or other type of fuel for motor vehicles is pumped for sale.

*Gross floor area.* The total area in square feet of all floors of a building, measured from the exterior walls.

*Large center.* A lot or group of adjacent lots in the same subdivision consisting of three acres of land or more and containing commercial or industrial land uses.

*Lot.* A single, legally created parcel of land intended as a unit for transfer of ownership or for development that is occupied by one building or use and the accessory buildings or uses customarily incident to it, and having frontage on a dedicated street. Lot includes the word "plot" or "parcel".

*Monument sign.* Any sign which is separate from buildings and the entire bottom of which is in contact with or in close proximity to the ground.

*Pole-mounted banner.* Shall mean a sign mounted on a vertical light pole.

*Pole sign.* Any sign that is supported by a pole or poles, said pole or poles being separate from buildings.

*Sign.* Any device or surface on which letters, numbers, illustrations, designs, figures, or other symbols are painted, printed, stamped, raised, projected, or in any manner outlined or attached and is used for the purposes of advertisement, announcement, declaration, demonstration, display, identification or expression.

*Sign area.* Surface or face of a sign used for the purpose of communicating information to the public. As specified in table 3.1403, this measurement is expressed as a square footage amount

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authorized to each sign face. The sign area shall be computed by means of the smallest polygon or circle or combination thereof that will encompass the extreme limits of the writing, representation, emblem or other display and is contained within the respective sign cabinet.

*Sign cabinet.* The structure or border used to differentiate a sign face from the structure against which a sign face is placed.

*Sign structure.* The portion of the sign which provides the support and frame for the sign cabinet and sign area(s). Includes the base, cap and border of the sign.

*Small center.* A lot or lots consisting of fewer than three acres of land and containing authorized business uses.

*Spacing.* The distance required between signs of the same category or, between large center and small center signs on frontage roads.

*Standard roadway.* Any public street or highway that is not a freeway.

*Tenancy.* A small center containing more than one business.

(b) *Business uses signs.* Except as otherwise provided herein, business uses shall be permitted one or more sign(s) per lot, as set forth in table 3.1403 below, except that a large center sign may have two or more signs as set forth in table 3.1403.

Table 3.1403 Authorized Freestanding Business Use Signs

(One sign per lot, unless otherwise stated. In no instance shall a sign, including any portion of its base or supporting structure, encroach into any easement unless written permission is given by the PDS director. Additional sign standards are found in chapter 46 of the Code of Ordinances that pertain to the specified zoning districts.)

Business Use  
(as defined)

	Sign Area (maximum: square feet)	Height (maximum: feet)	Front Setback (minimum: feet)	Spacing (minimum: feet)
Any business use <sup>(1)</sup>				
(Monument Sign Only)	50	5	0	not applicable
Small center	40	20	10	not applicable
Fuel outlet	40 <sup>(2)</sup>	20	10	not applicable
Tenancy	100 <sup>(3)</sup>	20	10	not applicable
Large center three acres plus	200 (Two signs per three acres) <sup>(4)</sup>	30	15	150
Small center (frontage road)	320	30	25	150
Large center three acres plus (frontage road)				
	320 (Two signs per	30	25	150

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	three acres) <sup>(4)</sup>			
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Notes:

<sup>(1)</sup> Any business may utilize a monument sign, with a maximum sign area of 50 square feet, a maximum height of five feet and with no minimum setback, as a substitute for any sign listed above.

<sup>(2)</sup> A 50 square foot sign is authorized only if it includes a gasoline price posting on a single sign.

<sup>(3)</sup> A 100 square foot sign is authorized provided no single tenant is allocated more than 40 square feet of sign area.

<sup>(4)</sup> Additional signs shall be permitted to each large center on the basis of one additional sign for each additional four acres of land, up to a maximum of four signs.

(c) *Nonresidential uses.* Nonresidential uses which are on a tract which is located no more than 100 feet of the interstate highway right-of-way shall each be permitted, in lieu of any other authorized sign or signs, one sign of not more than 100 square feet, provided that such sign:

- (1) Shall not be placed within any required yard;
- (2) Shall not be placed within 25 feet of the front property line;
- (3) Shall not be placed within 100 feet of an existing sign permitted by this subsection and subsection (b) of this section;
- (4) Shall not be placed more than 200 feet from the Interstate Highway 35 right-of-way; and
- (5) Shall not exceed 30 feet in height.

(d) *Monument signs.*

(1) Where permitted by this chapter, monument signs shall be in compliance with the following regulations:

- a. A monument sign shall not exceed 50 square feet of sign area; provided, however, that a monument sign included in a sign cluster may contain no more than 100 square feet.
- b. A monument sign shall not include a changeable copy feature; provided, however, that a fuel outlet may utilize a changeable copy feature that is up to 50 percent of the sign area to post fuel prices.
- c. A monument sign shall not be an animated sign.
- d. Unless there is a conflict with public utilities or required sight distance, there shall be no front setback requirements for a monument sign.
- e. A landscaped area of no less than 120 square feet shall be required at the base of the sign.

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f. A landscape maintenance plan shall be submitted for approval to the PDS director prior to the issuance of a building permit.

g. A monument sign shall not be placed at an intersection of two streets or at the intersection of a driveway and a street so that it impedes vision between the height of three feet and ten feet above the curb within a triangle formed by the intersecting streets or street and driveway, and measuring 40 feet along the sides of the triangle that face the intersection. Triangle sides shall be measured from the face of the curb to the face of the curb at intersections and driveways.

(e) *Electronic messaging center ("EMC") signs.* Business uses are permitted to have EMC's that are in compliance with the following regulations:

(1) EMC's on a monument sign shall be permitted within a C-1 (general commercial), a C-1a (general commercial - limited), a PF-1 (public facilities-low intensity), a PF-2 (public facilities-medium intensity), or a PF-3 (public facilities-high intensity) zoning district; but not located on parcels with a Chisholm Trail Overlay, a Palm Valley Overlay, or a historic overlay zoning.

(2) A monument sign with an EMC shall be constructed according to the following specifications:

a. The sign structure shall not exceed ten feet in height, with a maximum sign area of 70 square feet;

b. The sign structure shall not exceed 120 square feet in total area;

c. The sign structure shall include a stone or brick base with a minimum of two feet between the ground and the sign area;

d. The sign structure shall be constructed of masonry, metal or other durable material as approved by the development services office manager;

e. The area of the EMC shall not exceed one-third of the total sign area, as permitted herein, or 20 square feet, whichever is less;

f. The EMC shall be recessed from or flush with the sign area;

g. The sign area, including the EMC, shall not exceed 60 percent of the area of the sign structure, providing a border on all four sides of the sign area(s); and

h. A monument sign with an EMC shall not be placed at an intersection of two streets or at the intersection of a driveway and a street so that it impedes vision between the height of three feet and ten feet above the curb within a triangle formed by the intersecting streets or street and driveway, and measuring 40 feet along the sides of the triangle that face the intersection. Triangle sides shall be measured from the face of the curb to the face of the curb at intersections and driveways.

(3) EMC's as part of a pole sign shall be permitted within a C-1 (general commercial), a PF-1 (public facilities-low intensity), a PF-2 (public facilities-medium intensity), or a PF-3 (public facilities-high intensity) zoning district that is not located in the Chisholm Trail Overlay, the Palm Valley Overlay, or a historic overlay district, in accordance with the following:

a. The total sign area shall not exceed 40 square feet; except as provided below.

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b. The total sign area may be more than 40 square feet, but no more than 70 square feet if the parcel of land upon which the sign is located is:

1. A minimum of one acre in area;
2. Adjacent to an arterial roadway, as identified in the city's current transportation plan; and
3. A corner lot.

c. A pole sign with an EMC shall also be constructed in accordance with the standard height, setback and spacing requirements set forth in this section.

(f) *Pole-mounted banners.* Business uses are permitted to have pole-mounted banners that are in compliance with the following regulations:

- (1) Each banner shall be limited to no more than six square feet in size.
- (2) There shall be no more than two pole-mounted banners on each pole.
- (3) The banners shall be placed on fixtures that are purposefully designed for the pole.
- (4) The minimum height of the banner shall be ten feet as measured from the adjacent grade to the bottom of the banner.
- (5) The banners shall be maintained in good repair and shall be replaced or removed if they become tattered or torn.
- (6) The banners shall not be illuminated, except for indirect lighting associated with the main lamp of the pole to which they are mounted.
- (7) The banners shall be limited to cloth, flexible plastic, vinyl, or similar material.
- (8) No permit from the city shall be required to display pole-mounted banners.

(g) *Prohibited signs.*

- (1) It shall be unlawful for any person to erect, relocate, repair, repaint or materially alter any sign, as defined herein, within the city's limits or extraterritorial jurisdiction, without first obtaining a building permit issued by the chief building official or his designee, as directed in section 10-48
- (2) All signs not expressly authorized by this section, or exempt from the regulations hereunder in accordance with this Code, are prohibited. Such unauthorized signs include, but are not limited to, inflatable signs, tethered balloons, and the use of beacons or search lights for advertising purposes.

(Code 1995, § 3.1403; Ord. No. 934, 1-14-1982; Ord. No. 2396, 2-23-1989; Ord. No. G-93-03-11-8D, 3-11-1993; Ord. No. G-95-12-21-10B, 12-21-1995; Ord. No. G-97-06-12-10B, 6-12-1997; Ord. No. G-08-05-08-9B1, § I, 5-8-2008; Ord. No. G-10-03-25-9A1, §§ I—III, 3-25-2010; Ord. No. G-10-08-26-9B1, §§ I, II, 8-26-2010; Ord. No. G-10-08-26-9C6, arts. 1, 2, 8-26-2010; Ord. No. G-11-08-25-8A6, arts. 1, 2, 8-25-2011; Ord. No. G-11-10-06-10B1, §§ I—V, 10-6-2011)

**Sec. 30-4. - Real estate marketing signs.**

(a) *Subdivision marketing.* For the purpose of marketing lots within a recorded subdivision, one on-premises sign of not more than 320 square feet for each road abutting the respective subdivision shall be allowed, provided that such sign shall not exceed 30 feet in height.

(b) *Business use marketing.* For the purpose of marketing a building, or portion thereof, for sale or lease, on a lot zoned for a business use, one on-premises sign shall be allowed. No permit shall be required to display the following signs. The size of the sign allowed under this subsection shall be determined by lot size:

(1) *One acre or less.* On a lot of one acre or less, for the purpose of marketing a building or portion thereof for sale or lease, a sign with a sign area of not more than 16 square feet and a height of not more than eight feet shall be allowed.

(2) *One to three acres.* On a lot of more than one acre and less than three acres, for the purpose of marketing a building or portion thereof for sale or lease, a sign with a sign area of not more than 32 square feet and a height of not more than eight feet shall be allowed.

(3) *Three acres or more.* On a lot of three acres or more, for the purpose of marketing a building or portion thereof for sale or lease, a sign with a sign area of not more than 32 square feet and a height of not more than eight feet shall be allowed.

(4) *New construction on three acres or more.* For the purpose of marketing new construction on a lot of three acres or more, for sale or lease, one on-premises sign shall be allowed, provided that such sign shall not have a sign area of more than 128 square feet and a height of not more than 16 feet. The sign may be displayed for a period of up to two years. The two-year period begins with the issuance of the first building permit. The sign must be removed after two years or 80 percent of all buildings on the lot have been sold or leased, as measured by gross floor area, whichever occurs first. After the 128 square foot sign is removed, it may be replaced by a 32 square foot sign.

(c) *Single-family and two-family marketing.* In areas zoned for SF-1, SF-2 or TF, for the purposes of marketing a building for sale or lease, one on-premises sign of not more than four square feet shall be allowed. No permit shall be required to display the foregoing sign.

(Code 1995, § 3.1404; Ord. No. G-95-12-21-10B, 12-21-1995; Ord. No. G-97-06-12-10B, 6-12-1997; Ord. No. G-10-03-25-9A1, § IV, 3-25-2010)

**Sec. 30-5. - Portable signs.**

(a) A portable sign is any sign not permanently attached to the ground or a building. Portable signs include, but are not limited to any sign mounted or attached to a pick up truck, van, or any other motor vehicle or trailer.

(b) It shall be unlawful for any person, firm, or corporation to erect, construct, or locate within the city any portable sign, or cause the same to be done. This shall not be interpreted to prohibit identification lettering on motor vehicles including, but not limited to, the name, address and number of a building, institution, or person and to the activity carried on in the building or institution, or the occupancy or other similar information.

(c) It shall be unlawful for any person, firm or corporation to operate or park any vehicle or trailer so

as to be visible from a public right-of-way for the primary purpose of advertisement of products or directing people to a business or activity located in the same or nearby property or any other premises. This shall not be interpreted to prohibit "for sale" signs being placed on vehicles or trailers.

(d) All existing portable signs in use as of the effective date hereof must be removed within 90 days of said effective date or be subject to the prohibitions contained herein.

(Code 1995, § 3.1405; Ord. No. G-95-12-21-10B, 12-21-1995)

**Sec. 30-6. - Promotional signs.**

(a) Promotional signs are signs and/or banners promoting drives or events of civic, philanthropic, education, or religious organizations, or those promoting special events lawfully permitted pursuant to chapter 34. Promotional signs shall be allowed if they comply with the following regulations:

- (1) Promotional signs shall not exceed 40 square feet in area;
- (2) Promotional signs are limited to only one per street frontage;
- (3) Promotional signs shall be posted no more than 30 days prior to the event and shall be removed within seven days after the event; and
- (4) Promotional signs shall not be placed in public rights-of-way.

(b) Any promotional sign placed over a street or public way shall require the approval of the city council.

(Code 1995, § 3.1406; Ord. No. 934, 1-14-1982; Ord. No. 2357, 9-22-1988; Ord. No. G-95-12-21-10B, 12-21-1995; Ord. No. G-10-03-25-9A1, § V, 3-25-2010; Ord. No. G-11-07-14-10C4, § I, 7-14-2011)

**Sec. 30-7. - Nonconforming sign abatement.**

(a) All signs which are in violation of this chapter shall be deemed nonconforming and shall be brought into compliance or removed.

(b) If a nonconforming sign is damaged or destroyed to the extent of 50 percent or more of its fair market value, then restoration or new construction shall not be permitted, unless such restoration or new construction shall conform to all regulations in this chapter.

(c) No building permit shall be issued for construction on any lot on which there is situated a nonconforming sign.

(Code 1995, § 3.1407; Ord. No. 1100, 9-13-1984; Ord. No. G-95-12-21-10B, 12-21-1995)

**Sec. 30-8. - Signs, posters and outdoor advertising prohibited in public rights-of-way.**

(a) It is unlawful and a misdemeanor for any person to:

- (1) Place a sign, poster or outdoor advertising within the public ways, streets, or road rights-of-way within the incorporated limits or extraterritorial jurisdiction of the city; or
- (2) Commission, authorize, or request a sign that is placed within the public ways, streets, or road rights-of-way within the incorporated limits or extraterritorial jurisdiction of the city.

- (b) Any sign, poster or outdoor advertising found within the prohibited area shall be declared a public nuisance and may be removed by the city.
- (c) Any sign, poster or outdoor advertising removed by the city shall immediately become the property of the city.
- (d) The removal of any sign, poster or outdoor advertising by the city shall not preclude the city from prosecuting any person for violating this section.
- (e) The person whose name, likeness, logo, contact information or other identifying information appears on any sign placed in violation of this section is presumed to have commissioned, authorized, or requested a sign that is placed in violation of this chapter and commits an offense.
- (f) Proof of a culpable mental state is not required for conviction of an offense under this section.

(Code 1995, § 3.1408; Ord. No. 2187, 8-8-1985; Ord. No. G-95-12-21-10B, 12-21-1995; Ord. No. G-04-02-12-13A4, 2-12-2004; Ord. No. G-08-05-08-9B1, § II, 5-8-2008)

**Sec. 30-9. - Area identification signs.**

For the purpose of area identification, the PDS director may grant a special permit for an area identification sign provided it meets the following criteria:

- (1) The sign must be a monument sign, and constructed of stone, brick or other maintenance-free material.
- (2) The sign must primarily identify an area (i.e., subdivision identification or commercial center identification).
- (3) The sign may list the name of major buildings occupying sites of three acres or more provided that the letter size of these listings does not exceed 50 percent of the letter size of the area designation.
- (4) The sign may be located at an off-premises location adjacent to an arterial roadway to identify the primary entrance to the area.
- (5) The sign may contain only the name of the area to be identified and a secondary list of major buildings or complexes. The sign shall not list tenants within buildings, nor shall it contain any other form of advertising.
- (6) The design and construction of such signs must assure compatibility with surrounding development.
- (7) The location of such signs must not restrict visibility at intersections.
- (8) Lighting is restricted to ground lighting only.
- (9) The PDS director may permit future additions to the list of major buildings.
- (10) The PDS director may permit the location of area identification signs on private property or on public property if the applicant obtains a license agreement from the city council to utilize public right-of-way for this purpose. Where such license agreement is required, the PDS director may conditionally approve such a sign location upon the approval of a license agreement by the city

council. Such conditional approval is null and void if a license agreement is not approved by the city council within 60 days of the PDS director approval. Such conditional approval is not a commitment that the city council will approve such license agreement.

(11) No other commercial sign shall be allowed within 100 feet of an area identification sign.

(12) Area identification signs shall not exceed 100 square feet of total sign area.

(13) The application for an area identification sign shall be accompanied by a fee of \$250.00.

(Code 1995, § 3.1409; Ord. No. 2357, 9-22-1988; Ord. No. 2554, 11-14-1991; Ord. No. G-95-12-21-10B, 12-21-1995; Ord. No. G-10-08-26-9C6, art. 3, 8-26-2010; Ord. No. G-11-08-25-8A6, art. 3, 8-25-2011)

**Sec. 30-10. - Special exceptions.**

(a) The PDS director shall have the power to issue a special exception to the setback and/or height requirements provided for herein.

(1) Before issuing a special exception to the setback and/or height requirements for food, fuel and lodging, the PDS director shall make the following findings:

a. That the parcel of land for which the special exception is requested is in a commercial zoning district and is adjacent to the right-of-way for a freeway;

b. That the sign will be used to advertise only on-site restaurants, a fuel outlet, or hotels, motels, and other establishments providing overnight lodging;

c. That a sign constructed in compliance with the setback and height requirements on any permitted location could not be seen from any main lane of a freeway from a location more than 1,000 feet prior to the nearest exit which provides access to the affected business. The point from which the 1,000 feet is measured shall be the point of tangency between the main lanes of the freeway and the exit ramp; and

d. That any special exception granted shall be only for the minimum height necessary to achieve the required visibility, but in no event shall a special exception be granted for a sign in excess of 65 feet in height.

(2) Before issuing a special exception to the height requirements where unique circumstances exist as a result of adjacent roadway construction or reconstruction, the PDS director shall make the following findings:

a. That the large center proposed sign is within 1,500 feet of the intersection of the centerlines of Interstate Highway 35 and State Highway 45;

b. That the proposed sign is a multi-tenant sign within a large center over 20 acres in size or a single tenant sign within a large center if the space this tenant occupies is greater than 20,000 square feet; and

c. That any special exception granted shall be only for the minimum necessary to achieve the required visibility from the main lanes, excluding ramps and flyovers, but in no event shall a special exception be granted for a sign in excess of 65 feet in height.

(b) The burden of proof regarding the findings in this section shall be on the applicant requesting the special exception.

(c) Under no circumstance shall a special exception be granted for the following:

(1) Any sign, sign structure, or advertising device not specifically permitted in this section.

(2) Any sign or device which by design or location resembles or conflicts with any traffic control sign or device.

(3) Any sign or device that creates a potential safety hazard by obstructing views of pedestrian and vehicular traffic at street intersections or driveways or by creating glare or other hazardous distraction.

(4) Any sign or device that is erected within six feet horizontally or 12 feet vertically of any overhead electric conductors.

(5) Any roof sign, portable sign, billboard, balloon inflatable, any sign constructed of a nondurable material, signs in the public right-of-way, wind-driven advertising devices and flashing signs.

(d) The application for a special exception to the setback and/or height requirements shall be accompanied by a fee as currently established or as hereafter adopted by resolution of the city council from time to time.

(Code 1995, § 3.1410; Ord. No. G-07-07-12-9A1, § I, 7-12-2007; Ord. No. G-10-08-26-9C6, art. 4, 8-26-2010; Ord. No. G-11-08-25-8A6, art. 4, 8-25-2011)

**Sec. 30-11. - Appeals to building standards commission.**

The building standards commission shall hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the planning director in the enforcement of this chapter.

(Code 1995, § 3.1411; Ord. No. G-95-12-21-10B, 12-21-1995; Ord. No. G-02-06-27-8A1, 6-27-2002)

**Sec. 30-12. - Regulation of outdoor signs in the city's extraterritorial jurisdiction.**

(a) Pursuant to the terms of V.T.C.A., Local Government Code § 216.902, the provisions of this chapter regulating signs shall be enforced in, and extended to the city's area of extraterritorial jurisdiction, except as provided in this section.

(b) The provisions of this chapter shall not be enforced in that portion of the city's extraterritorial jurisdiction that is located in the Brushy Creek Municipal Utility District and that is also located more than 150 feet from the public right-of-way of RM Highway 620.

(Code 1995, § 3.1412; Ord. No. G-97-02-27-9C, 4-10-1997; Ord. No. G-05-03-10-13C1, 3-10-2005; Ord. No. G-06-01-26-9A1, 1-26-2006)

**Sec. 30-13. - Political campaign signs.**

(a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different

meaning:

*Political campaign sign* means any sign urging the election or defeat of any candidate seeking any political office, or urging the passage or defeat of any ballot measure, but does not mean or include any billboard owned or maintained by a commercial firm or advertising company.

*Public property* means all publicly owned property, including streets, rights-of-way, easements, and everything affixed thereto and thereover.

*Sign* means and includes any bill, poster, placard, handbill, flyer, painting, sign, or other similar object in any form whatsoever which contains printed or written matter in words, symbols or pictures, or in any combination thereof.

(b) *Posting on public property prohibited.*

(1) It shall be unlawful for any person, with the exception of a person acting under subsection (b)(2) of this section, to post a political campaign sign on or over any public property in the city.

(2) A political campaign sign may be permitted in the public right-of-way if:

- a. The sign does not exceed four square feet in total sign area;
- b. The sign is located in a portion of the public right-of-way immediately adjacent to the property or residence of the person posting the sign;
- c. The sign does not interfere with the public's use of the roadway or sidewalk;
- d. The sign is not located within 35 feet of an intersection so as to violate section 46-95; and
- e. The sign is not located in the right-of-way of any freeway, parkway or arterial roadway as described in chapter 46, article II, division 2, development review bodies.

This does not include state highways per V.T.C.A., Transportation Code § 392.032.

(c) *Posting time limits on public property.* It shall be unlawful for any person to post a political campaign sign more than 90 days prior to the election for which the sign is posted, and it shall be unlawful to fail to remove a political campaign sign within 30 days after the election for which the sign was posted.

(d) *Removal of illegal signs.*

(1) *By director of public works.* The director of public works or his authorized agents are hereby authorized to remove any political campaign sign found posted within the corporate limits of the city when such sign is in violation of the provisions of this section.

(2) *Authority of director.* For the purpose of removing political campaign signs, the director of public works or his authorized agents are empowered to enter upon the property where the signs are posted, and the director is further authorized to enlist the aid or assistance of any other department of the city and to secure legal process to the end that all such signs shall be expeditiously removed from any property where posted.

(e) *Removal procedure.* When the director or his agents find that a political campaign sign has been

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posted in violation of this section, he shall attempt to contact the candidate, committee, or person responsible for the posting of such sign. If successful, he shall give 24 hours advance telephonic notice of his intention to remove the sign, indicate the nature of the violation and the location of the sign. If, after such notification, the illegal sign remains in violation, the director or his agents shall remove said sign and store it in a safe location. If, after reasonable diligence, the director is unable to contact the candidate, committee, or person responsible for the sign, he may dispense with the notice requirement and remove the sign, storing it in a safe location.

(f) *Storage, notice, return.* If the director or his agents remove any political campaign sign, he shall keep a record of the location from which the sign was removed. He shall store the political campaign sign in a safe location for at least 30 days and shall immediately notify by telephone the candidate, committee, or person responsible for the posting of the sign, indicating the fact of removal and the location where it may be retrieved. If the director is unable to make telephone contact, he shall provide written notice if the address of the candidate, committee, or person is known or can be ascertained. The director shall return any political campaign sign upon the payment of the fee provided in subsection (g) of this section.

(g) *Removal of sign; charge.* The city shall be entitled to receive the sum as currently established or as hereafter adopted by resolution of the city council from time to time for every political campaign sign removed by the director, to cover the expense of removal, notice, and storage. In cases where unusual effort is needed to remove a sign, such as the cutting or removal of supporting structures, use of aerial devices, towing of "trailer signs," or other unusual situation, the city shall collect from the person responsible a sum sufficient to cover the costs and hourly wages of employees so utilized.

(h) *Persons responsible.* In a campaign for political office, the candidate for such office shall be deemed the person responsible for the posting of political campaign signs, unless he first notifies the city secretary and the director of public works of another person who is responsible. In such cases, the candidate shall provide the name, address, telephone number, and signed consent of such other responsible person. In a campaign regarding a ballot measure, the president of the committee supporting or opposing such ballot measure shall be deemed responsible, unless he first notifies the city secretary, director of public works, or some other person responsible, in the manner described above. The candidate, or in the case of a ballot measure, the committee president, or other responsible person if so designated, shall be liable to pay any fees or costs for the removal and storage of illegal signs, as set out herein. Further, such candidate, committee president, or other designated person shall be subject to prosecution for any violation of this section. Nothing in this subsection shall be interpreted to make any person liable, civilly or criminally, for any sign posted by persons unknown to him, or by persons over whom he has no control.

(i) *Illegal signs declared a public nuisance.* Political campaign signs in violation of this section are hereby declared to be public nuisances, and may be abated as such by the city. The collection of removal fees shall not preclude the city from prosecuting any person for violating this section.

(Code 1995, § 3.1413; Ord. No. 716, 9-27-1979; Ord. No. 2357, 9-22-1988)

**State law reference—** Regulation of political signs by municipality, V.T.C.A., Local Government Code § 216.903; regulating political advertising and campaign communications, V.T.C.A., Election Code ch. 255.

**Sec. 30-14. - Signs for historic districts and historic landmarks.**

(a) *Purpose.* The purpose of this section is to provide for supplemental sign standards to protect and enhance the unique character of the city's historic districts and historic landmarks. Except where they

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are in direct conflict with this section, the provisions of other sections of this chapter shall apply to historic districts and historic landmarks.

(b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Awning sign* means any sign painted on, or applied directly to, and contained entirely within the face, valance, or side panels of an awning.

*Banner* means a cloth sign hung perpendicular to the facade of a building that is attached to the bottom of a projecting sign, awning or canopy.

*Business shingle* means any illustration or symbol which represents the type of business which occupies the building. No wording is allowed on such signs.

*Canopy sign* means any sign painted on, or applied directly to, and contained entirely within the vertical face of a building canopy.

*Facade sign* means any sign painted on, or attached directly to the exterior of a building.

*Freestanding sign* means any sign not attached to, or placed upon, a building.

*Hanging sign* means any signboard suspended from chains, hooks, or similar means from an awning, canopy, or building structural member.

*Historic district* is as defined in section 46-5.

*Historic landmark* is as defined in section 46-157.

*Primary sign* means an awning sign, canopy sign, facade sign, freestanding sign, hanging sign, projecting sign, roof sign, or window sign.

*Projecting sign* means any signboard attached to and placed perpendicular to a building facade.

*Secondary sign* means a business shingle or banner.

*Sign.*

(1) The term "sign" means any display of letters, numbers, pictures, or other symbols upon a building, structure, or other object for the purpose of attracting attention to a building, property, or the goods or services offered therein. A sign shall include all parts of which it is composed, including the frame, background, and lighting.

(2) As used herein, the term "sign" does not include any sign located inside a building, not intended to be seen from the building's exterior.

*Signboard* means any flat, rigid surface not exceeding four inches in depth, as measured front to back, specifically designed as a sign.

*Storefront* means any business which occupies a ground floor area of a building with an entrance and display area located at the front of a building.

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*String pennant* means any arrangement of small pieces of fabric repetitively fastened to a string, rope, cord, or similar item.

*Window sign* means any sign painted on, or applied directly to, any window of a building.

(c) *Size.*

- (1) Awning, canopy, hanging, projecting and free standing signs shall have a maximum area of ten square feet.
- (2) Facade signs shall have a maximum area of 40 square feet.
- (3) A secondary sign shall have a maximum area of four square feet.
- (4) Window signs shall not cover more than 25 percent of any window pane surface area.

(d) *Design.*

- (1) The design of signs shall be compatible with the character of the surrounding historic district and conforming signs.
- (2) Signs which rotate, oscillate, or display any form of motorized movement are prohibited.
- (3) All signs shall comply with the city building codes and regulations.

(e) *Materials.*

- (1) The materials used in the construction of a sign shall be the same or similar to those found in the construction of the city's historic districts and historic landmarks.
- (2) Wood, metal, glass, canvass and masonry shall be acceptable materials.
- (3) For hanging banners, vinyl may be permitted but a cotton/polyester blend is encouraged. The use of other plastics shall be prohibited.

(f) *Color.*

- (1) The colors used in a sign shall be compatible with the historic district or historic landmark.
- (2) Wherever possible, colors from historic palettes shall be used.
- (3) Exceptions to colors from an historic palette may, where appropriate, be allowed for colors which are part of a recognized logo.

(g) *Illumination.*

- (1) A sign may be illuminated to provide for increased visibility.
- (2) Illumination shall either be from the top or ground.
- (3) Interior lighting within the body of the sign, flashing, moving pattern lights and back lighted awnings or canopies are prohibited.
- (4) Outdoor neon illumination shall be prohibited, except for dining and drinking establishments.

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(h) *Number.*

(1) Each commercial storefront or building shall be entitled to one facade sign, one awning, canopy, hanging, or projecting sign, and one secondary sign as provided in subsection (j) of this section.

(2) Except where located on a street corner, no additional signs are permitted for a multi-tenant building. A multi-tenant building located on a street corner shall be permitted to erect one additional awning, canopy, hanging, or projecting sign along the side street.

(i) *Placement.*

(1) Signs shall be placed so as not to create a health or safety hazard due to visual obstruction or physical impediment.

(2) A facade sign shall be mounted flush to the side of the building but shall not cover, obstruct, damage or otherwise adversely affect the building's salient architectural or historic features.

(3) Signs which obscure or interfere with the function of windows or doors are prohibited.

(4) Secondary signs shall be placed so that there is a minimum clearance of eight feet from the bottom of the sign to the sidewalk or other pedestrian walkway. Hanging signs shall not extend beyond the outermost perimeter of the awning, canopy, or structural member to which it is attached.

(5) Projecting signs shall be placed so that there is a minimum clearance of ten feet from the bottom of the sign to the sidewalk or other pedestrian walkway. Projecting signs shall not extend above any public street.

(6) Roof mounted signs are prohibited.

(7) Freestanding signs are prohibited with the following exceptions only:

a. A freestanding sign shall be permitted for any development of one acre or more with multiple buildings.

b. A freestanding sign shall be permitted where building setbacks or surrounding buildings obscure the view of permitted projecting, awning or canopy signs.

Such permitted freestanding signs shall be no larger than ten square feet, shall not exceed 20 feet in height, and shall have a minimum clearance below the bottom of the sign of eight feet above any sidewalk or other pedestrian walkway. No minimum clearance shall be required beneath free standing signs which are not above a sidewalk or other pedestrian walkway. A free standing sign shall be in lieu of any projecting, awning or canopy sign.

(j) *Secondary signs.*

(1) In addition to any primary signs which are permitted, secondary signs as provided below are permitted:

a. One business shingle or banner may be hung from a projecting sign, awning or canopy,

b. Two on-site signs, each no larger than ten square feet, advertising the premises for sale

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and/or lease shall be permitted for the period of time required to achieve the advertised transaction.

(2) String pennants are prohibited.

(k) *Maintenance.* All signs shall be properly placed and continuously maintained so as not to become a safety hazard or detract from the appearance of the historic district or historic landmark.

(l) *Removal of signs.* All signs advertising or related to a business shall be removed within 30 days of termination of occupancy of that business.

(m) *Sign permits.*

(1) No primary or secondary sign shall be erected in an historic district or on an historic landmark without first obtaining a permit therefor.

(2) In addition to obtaining any required building permit, every applicant for a primary or secondary sign shall submit to the planning department complete information on all aspects of the proposed primary sign, including type, dimensions, design, color, materials, content, purpose and placement. The submittal shall consist of a completed sign application form, construction plans, and a sample set of the proposed materials and/or paint colors. Any other documentation including photographs and catalogs, which may further support the application, are encouraged to be included.

(3) If the planning department determines that an application for a primary sign permit is not in compliance with this section, the application shall be denied. If the applicant wishes to appeal the planning department's decision to the historic preservation commission, he must file written notice to do so within ten days of receipt of written notice that his application was denied. The decision of the historic preservation commission shall be final.

(4) Normal maintenance of signs and minor changes in wording or design, which maintains the size, color, and style of an approved sign, does not require a new permit.

(Code 1995, § 3.1414; Ord. No. 2471, 5-10-1990)

# PERMIT APPLICATION

## Jurisdiction of City of Round Rock

Permit Number
---------------

Name of Project			
Job Address		Date	
Legal Descr	Subdivision	Blk	Lot
		Section	
Owner of Property	Mail Address	City, State, Zip	Phone
General Contractor	Mail Address	City, State, Zip	Phone
Electrical Contractor	Mail Address	City, State, Zip	Phone
Plumbing Contractor	Mail Address	City, State, Zip	Phone
Mechanical Contractor	Mail Address	City, State, Zip	Phone
Architect or Designer	Mail Address	City, State, Zip	Phone
Engineer	Mail Address	City, State, Zip	Phone
<input type="checkbox"/> Demo <input type="checkbox"/> Remodel <input type="checkbox"/> Tenant Change <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Const Trailer <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Finish Out			
Describe Work		Type of Const	Permit Fee
		# of Dwelling Units	Meter Fee
		Occupancy Group	W/S Line Insp Fee
		Use Zone	Water Impact Fee
		Total Sq Ft	Sewer Impact Fee
		# of Stories	Landscape Fee
Valuation of Work \$	Fire Sprinklers    Yes    No		Structural Steel Fee
Special Conditions	In Flood Plain    Yes    No		WW Discharge Fee
		TDLR #	Oversize Fee
			Regional Detention Fee
			Other Fees
Plans Checked By:	Permit Issued By:	Receipt #	Total Paid

### NOTICE

This is a one-permit system; separate permits are not required for electrical, plumbing, heating, ventilating or air conditioning. An additional electrical permit is required ONLY when the project is not new. This permit becomes null and void if work or construction authorized is not commenced within 6 months.

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 COMPLIED 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 OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Contractor or Authorized Agent	Printed Name	Date
Signature of Owner (If Owner Builder)	Printed Name	Date