

Sign and Permit Information

Prior to the issuance of a permit for the erection of any type of sign, the following items should be submitted in the office of the City Planning Official along with this application for a sign permit. After receiving the necessary items, a revive period consisting of 48 hours minimum will be necessary for the staff to review your application.

Free Standing Signage

1. **Property Site Plan** Containing the following information (Drawn to scale):
 - a) Illustrating property (lot) lines and lot dimensions,
 - b) Adjacent streets, alleys. sidewalks and driveways,
 - c) All existing buildings and existing signs, (Submit Photos)
 - d) Distance between property lines and signs (existing and proposed signs).

2. Drawing of sign containing the following:
 - a) The dimensions if the sign itself,
 - b) The overall height of the sign measured from ground level to the top of the sign,
 - c) The sign message,

Wall and Canopy Signs

3. Elevation drawing of walls or Canopy's on which the sign or signs are to be placed, containing the following information (Drawn to scale).
 - a) The overall dimensions, (height, width, etc.) of the wall or canopy, on which signage is to be displayed.
 - b) Location and overall dimensions of any existing signs and proposed signs.
 - c) The distance which the signs will project from the face of the wall or canopy.
 - d) Sign Message.

In certain conditions, other items or information may be necessary based on city codes, zoning requirements and intended use, the applicant will be notified of any additional required information.

Note: The Installer/contractor is responsible for notifying Texas 811 and the City of Eastland for utility line locates, prior to any digging, drilling or any excavation.