



City of Balcones Heights
 3300 Hillcrest Drive
 Balcones Heights, TX 78201
 Phone 210-957-3000 Fax 210-957-4309

TEMPORARY SIGN PERMIT APPLICATION

THIS IS NOT A PERMIT- WORK IS PROHIBITED UNTIL A PERMIT IS ISSUED

Date: _____

Permit Number: _____

USE OF PROPERTY: MULTI-FAMILY COMMERCIAL

Business Information	
Business Name	
Owner / Manager	
Address	
Phone	
Email	

Sign Contractor Information	
Contractor Name / Company	
Address	
Phone / Cell	
Email	

Temporary Signs

Dates sign will be displayed:

From _____ to _____

From _____ to _____

From _____ to _____

From _____ to _____

From _____ to _____

From _____ to _____

Applicants signature _____

Date _____

Fee \$50 - must be paid at time of application.

Incomplete applications will not be accepted

TEMPORARY SIGNS

A. **General.** Notwithstanding any other provisions of this Article, this section shall be applicable to all temporary signs identified in this Article.

B. **Maximum Area.** The maximum area permitted for temporary signs shall not exceed the following:

Table 12.20A Maximum Area of Temporary Signs

Properties fronting Limited Access Highways	32 sq. ft. per face or 10% of the building facade, whichever is less
Properties fronting Major Arterials	24 sq. ft. per face or 7% of the building facade, whichever is less
Properties fronting Minor Arterials	16 sq. ft. per face or 5% of the building facade, whichever is less
Hillcrest District	16 sq. ft. per face or 5% of the building facade, whichever is less
Properties in M-3 District	Not Authorized

C. **Maximum Height.** The maximum height permitted for temporary signs shall not exceed the following:

Table 12.20B Maximum Height of Temporary Signs

Properties fronting Limited Access Highways	6 feet
Properties fronting Major Arterials	4 feet
Properties fronting Minor Arterials	3 feet
Hillcrest District	3 feet
Properties in M-3 District	Not authorized

D. **Minimum Setback.** The minimum setback for all temporary signs shall be fifteen feet (15') from any property line.

E. **Time Limitations.** The maximum cumulative time that temporary signs may be displayed at one location is one hundred eighty (180) days per calendar year. No property or business shall display more than two (2) temporary signs at a time. The text of any one sign may not be displayed more than thirty (30) days per calendar year. No temporary sign permit(s) shall be issued for the same property or business for a period of fourteen (14) days after the expiration of the previous permit.

F. **Number of Signs.** No more than two (2) types of temporary signs shall be permitted per business or tenant at any given time.

(Ord. 2017-04, passed 4-24-17)