



**COMPREHENSIVE SIGN PLAN APPLICATION
PLANNING AND INSPECTIONS DEPARTMENT
PLANNING DIVISION**

**City of El Paso, Texas
811 Texas Avenue
El Paso, TX 79901
915-212-0088**

1. CONTACT INFORMATION

PROPERTY OWNER(S): _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

APPLICANT(S): _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

REPRESENTATIVE(S): _____

ADDRESS: _____ ZIP CODE: _____ PHONE: _____

E-MAIL ADDRESS: _____ FAX: _____

2. PARCEL ONE INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____

LEGAL DESCRIPTION: _____

STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____

ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____

3. PARCEL TWO INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____

LEGAL DESCRIPTION: _____

STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____

ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____

4. PARCEL THREE INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____

LEGAL DESCRIPTION: _____

STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____

ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____

5. ADDITIONAL INFORMATION

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):

Printed Name: _____ Signature: _____

Printed Name: _____ Signature: _____

Printed Name: _____ Signature: _____

Note: Signatures are required for all owners of record for the subject property. Attach additional signatures on a separate sheet of paper.

****OFFICE USE ONLY****

CASE # _____ RECEIVED DATE: _____ APPLICATION FEE: \$ _____

ACCEPTED BY: _____



REQUIRED DOCUMENTATION FOR COMPREHENSIVE SIGN PLAN APPLICATION

ALL DOCUMENTS SHALL BE SUBMITTED ELECTRONICALLY BY LOGGING INTO:

<https://aca-prod.accela.com/ELPASO/Default.aspx>

APPLICATION - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.

SITE PLAN- A site plan is required with the following information:

- a. Legal description of the property;
- b. Boundaries of the property;
- c. Elevations of buildings and signage;
- d. Location, dimensions, and elevations of each sign to be located within the site
- e. Required and proposed sign setbacks;
- f. Sign elevations showing max height;
- g. Location, size, and use of structures, including number of units and square footage;
- h. Sidewalks and curbs;
- i. Curb cuts and driveways including width of drive;
- j. Landscaped planted areas;
- k. Screening walls or fences, where required, to include type and height;
- l. Utility rights-of-way and easements;
- m. Stamp or seal of a professional engineer or a registered architect.

SIGNAGE ALLOCATION LIST - Table listing each sign, its permitted size under existing zoning and standard review, and the square footage allotted to the specific sign under the comprehensive sign plan.

PROOF OF OWNERSHIP - Copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application for site plan review is the current property owner Certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application is the current property owner. When the owner is a corporation, provide documentation on corporate letterhead that the individual signing as the owner on the application form is authorized to represent the corporation in this matter.

SUBMITTAL VERIFICATION FORM - Copy of the submittal verification form, signed by the applicant and representative.

CASHIER'S VALIDATION - Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier, One Stop Shop, 811 Texas Avenue. After validation of the payment, the application form shall be returned to the Planning and Inspections Department - Planning Division. Fees are nonrefundable.

SHOPPING CENTER COMPREHENSIVE SIGN PLAN

SIGNAGE ALLOCATION

Shopping Center Name: _____

Address: _____ Acreage: _____

Legal Description: _____

Permitted Signage Totals:

ZONING REQUIREMENTS FOR PROJECT *						
Frontage Road	Frontage Type	Sign Type	Max Number	Max Height (ft.)	Max Sign Area per sign (sq. ft.)	Total Max Sign Area (sq. ft.)

* One additional primary monument sign is permitted as part of the comprehensive sign plan and may be added to the table

TOTAL NUMBER OF PERMITTED SIGNS (MAIN BUILDING): _____

TOTAL NUMBER OF PERMITTED SIGNS (DETACHED BUILDINGS): _____

TOTAL SIGN AREA FOR ALL PERMITTED SIGNS: _____

The above table shall represent the total signage area permitted to be distributed throughout a project. In no instance shall the proposed allocation of sign area exceed the total area on this table.

SHOPPING CENTER COMPREHENSIVE SIGN PLAN

SIGNAGE ALLOCATION

Proposed Signage Allocation for Project: List each proposed sign individually. Sign ID shall match site plan

PERMITTED SIGNAGE – MONUMENT SIGNS (20.18.450)

Sign Type	Max Number	Max Height	Max Sign Area
Shopping Center primary monument signs with interstate or freeway frontage	<ul style="list-style-type: none"> ○ 1 per street frontage for premises less than 3 acres, not to exceed 3 signs per premise; ○ 2 per street frontage for premises between 3 acres and 10 acres, not to exceed 4 signs per premise; ○ 3 per street frontage for premises between 10 acres and 20 acres, not to exceed 6 signs per premise; ○ 6 signs per premise for premises between 20 acres and 40 acres; ○ 8 signs per premise for premises over 40 acres 	45 ft.	350 sq. ft. Less than 3 acres; 450 sq. ft. More than 3 acres
Shopping Center primary monument signs with major arterial frontage	<ul style="list-style-type: none"> ○ 1 per street frontage for premises less than 3 acres, not to exceed 3 signs per premise; ○ 2 per street frontage for premises that are between 3 acres and 10 acres, not to exceed 4 signs per premise; ○ 3 per street frontage for premises that are between 10 acres and 20 acres, not to exceed 6 signs per premise; ○ 6 signs for premises between 20 acres and 40 acres; ○ 8 signs for premises over 40 acres 	45 ft.	200 sq. ft. Less than 1 acre; 250 sq. ft. 1 acre or more
Shopping Center primary monument sign with minor arterial or collector frontage	1 per street frontage	12 ft.	80 sq. ft.
Detached buildings in shopping centers with interstate or freeway frontage	1 per detached building	25 ft.	80 sq. ft.
Detached buildings in shopping centers with major arterial frontage	1 per detached building	12 ft.	80 sq. ft.
Detached buildings in shopping centers with minor arterial or collector frontage	1 per detached building	8 ft.	80 sq. ft

Shopping Center Comprehensive Sign Plans are only permitted for shopping centers in zones C-1 (see 20.18.445), C-2, C-3, C-4, Q, M-1, M-2, and M-3.

- Shopping centers may allocate the total available square footage for all primary monument, pole, and out parcel signs permitted under section 20.18 – Sign Regulations.
- Shopping centers submitting a comprehensive sign plan shall be eligible for one additional primary monument sign to be used for no more than two anchor tenants to be identified by the property owner.
- All signs covered by the comprehensive sign plan shall be monument signs.
- Signs covered by the comprehensive sign plan shall not be eligible for the exceptions under 20.18.400.B.
- "Primary or principal sign" means the monument or pole sign along a street frontage selected by the establishment as defined in 20.18.450.
- "Monument sign" means a freestanding sign with a one hundred percent width base; however, the sign may be supported by an internal pipe structure. Base materials may include unpainted brick, stone, or other natural material such as adobe or rammed earth (or similar veneer). Skirts shall also be constructed of a minimum three millimeter aluminum, excluding sheet metal. Also known as "ground sign."
- "Shopping center" means a group of three or more retail and other commercial establishments and detached buildings that is planned, developed, and operated as if it were a single property regardless of ownership. On-site parking is provided. The center's size and orientation are generally determined by the market characteristics of the trade area served by the center. The two main configurations of shopping centers are malls and open-air strip centers, regardless of whether the lots within the shopping center are separately platted lots or the lots are divided with a commercial unit development. In no instance shall a shopping center be located within a shopping center.
- Only 1 sign per each detached building on a shopping center will be permitted.
- No portion of the sign shall be closer than fifteen feet from the back of the curbline; if the property line is located more than fifteen feet from the curbline, signs shall be erected within the property line, and no portion of a sign shall extend beyond the property line.
- Interstate or freeway frontage is defined as Interstate Highway 10, US Highway 54, Joe Battle Boulevard, Americas Avenue, Zaragoza Road from Joe Battle Boulevard to Sun Fire Boulevard and Montana east of Geronimo. In no case shall a freeway primary monument sign exceed 50 feet in height or a shopping center primary monument sign exceed 60 feet in height.
- Internal or indirect illumination is permitted. Shall not be flashing or intermittent.



SUBMITTAL VERIFICATION FORM

I, the applicant and/or representative for this application, acknowledge the following:

1. I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay the processing of the application and may delay any scheduled public hearings.
2. I have checked for zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes for the property proposed for rezoning. (If a conflict should result with this rezoning request due to zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes, it will be the applicant's responsibility to resolve the conflict.) I understand the implications of use and development restrictions that are a result of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes. I understand that if requested, I must provide copies of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes that may apply to this property proposed for rezoning.
3. I understand that the applicant or representative is required to attend all scheduled meetings regarding this application, including the City Plan Commission public hearing, and the City Council public hearing. If the applicant or representative fails to appear at the scheduled public hearing before the City Plan Commission or City Council, the application may be postponed or may be heard without representation at the discretion of the body holding the hearing. I understand that if an applicant or representative fails to appear at the subsequent postponed hearing, this application may be dismissed for want of prosecution. Failure to receive a notice by the City shall not excuse failure to appear at the City Plan Commission or City Council public hearing.
4. I understand that the applicant is advised to meet with the City Representative where the property as listed on the application is located. It is recommended that the applicant keep the City Representative informed about the status of their application.
5. I understand that the City Council may approve, modify, deny, or table this application at its discretion and may or may not follow the recommendations of the City Plan Commission. A majority vote of all members of the City Council is required to overrule a recommendation of the City Plan Commission.

Name of Applicant

Name of Representative

Applicant's Signature

Representative's Signature

Date

Date

ADDITIONAL APPLICATIONS IN PROCESS REGARDING THIS PROPERTY (please check all boxes that apply):

Rezoning Application

Detailed Site Development Plan Application

Special Permit Application

Zoning Condition Amendment or Release Application

Subdivision Application

Historic Review Application

Building Permit

Zoning Board of Adjustment Application

Other _____

For any information regarding this application, please contact the Planning & Inspections Department at (915) 212-0088 or visit our website at <http://www.elpasotexas.gov/planning-and-inspections>.