

Office Use Only: Rec'd by \_\_\_\_\_ Date Rec'd \_\_\_\_\_



# Temporary Sign Permit

## Special Purpose & Street Banner Only

30360 Cougar Bend, Bulverde, Texas 78163  
Telephone (830) 980-8832 / Fax (830) 438-4339  
[www.bulverdetx.gov](http://www.bulverdetx.gov)

For events sponsored by civic and/or non-profit organizations only.

EVENT NAME: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

SPONSOR ORGANIZATION: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street City State Zip code

INSTALLATION LOCATION: \_\_\_\_\_ SIGN COMPANY: \_\_\_\_\_

LOCATION ADDRESS: \_\_\_\_\_  
Street City State Zip code

DATE SIGN(S) TO BE ERECTED AND REMOVED \_\_\_\_\_

DID THIS SIGN/SIGN APPLICATION GO BEFORE THE CITY COUNCIL?  YES  NO IF YES, APPROVAL DATE: \_\_\_\_\_

### ITEMS REQUIRED WITH SUBMITTAL

- GENERAL PLAN THAT ILLUSTRATES (TO SCALE):
  - Location of the building, structure, or tract to which or upon which the sign is to be attached or erected
  - Position of the sign in relation to rights-of-way, easements, buildings, & structures, existing signs, etc.
- SIGN DRAWINGS (TO SCALE) THAT ILLUSTRATE HEIGHT, LENGTH, & WIDTH
- PROOF OF PERMISSION FROM PROPERTY OWNER WHERE SIGN WILL BE PLACED IF APPLICABLE

NUMBER OF SPECIAL PURPOSE SIGNS: \_\_\_\_\_ (Max: 6 per event, not to exceed 5 off-site signs & one 1 on-site sign.  
Attach additional location information on a separate sheet.)

- Special purpose signs may be placed 21 days prior to the event & must be removed within 3 days after the event. No more than twice a year. Max 64 square feet with 32 square feet per sign face
- Street event banners may not exceed the length of the pavement or be more than 4' wide. Only 1 street banner per event & only 1 street banner per site. Street banners may be placed up to 30 days prior to the event & must be removed within 15 days after the event.
- It is the responsibility of the event organizers to make arrangements for having the signs erected & taken down.

*I acknowledge that all information supplied above is true & correct to the best of my knowledge & belief. I further acknowledge that the permit for which I am applying for which I am applying is subject to all provisions of the orders & ordinances of the City of Bulverde.*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY:

Comments: \_\_\_\_\_

Approved By: \_\_\_\_\_ Denied by: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_