



**Planning & Community Development Department  
Planning Division**

550 Landa St. New Braunfels, TX 78130  
(830) 221-4050 www.nbtexas.org

CC/Cash/Check No.: \_\_\_\_\_ Case No.: \_\_\_\_\_  
Amount Recd. \$ \_\_\_\_\_  
Receipt No.: \_\_\_\_\_  
Council Date: \_\_\_\_\_

*Submittal date – office use only*

## Conditional Sign Permit Application

**Any application that is missing information will be considered incomplete and will not be processed.**

1. **Applicant - If business owner or coordinator of special event, so state. If agent or other relationship, a letter of authorization must be furnished from owner when application is submitted.**

Name: LYDELL TOYE

Mailing Address: 258 TRADE CT. DRIVE

Email Address: USSIGNSNB@GMAIL.COM

Telephone: 830-629-4411 Mobile: 830-743-1599

2. **Property Address/Location:** 956 WALNUT

3. **Existing signs on property:** 0

4. **Number of requested signs:** 1

5. **Dimension & height of sign(s):** 8'x8'x15'

6. **Business or event to be advertised:** PLANT HAUS

7. **Reason for request (please explain in detail and attach additional pages if needed):**

18 W/KEVER HIT EXISTING SIGN STRUCTURE. OWNER WANTS TO  
MOVE BACK OUT OF VEHICLE TRAFFIC & DRIVEWAY.

8. **ATTACHMENTS:** (The following items must be submitted with the application)

**For review purposes electronic submittal of plans in PDF format and photographs is preferred.**

- ☐ A \$772.00 fee. (\$750 application fee + \$22.00 technology fee (3%))
- ☐ A scaled site plan showing the proposed location of the sign(s) on the property.
- ☐ A map showing the distance from sign(s) to business or event if signs are off-premise.
- ☐ A sketch showing the contents, dimensions and construction materials of the sign(s).
- ☐ Photographs of the property where the sign(s) will be located.
- ☐ Photographs of the property depicting the proposed sign(s) superimposed/photoshopped in their proposed locations.
- ☐ Agent letter (if applicable).

**The undersigned hereby requests a conditional sign permit for the location(s) described above.**

[Signature]  
Signature of Owner(s)/Agent

12/10/20  
Date