



Planning & Development Services Department
550 Landa Street
New Braunfels, Texas 78130
(830) 221-4050 www.nbtexas.org

CC/Cash/Check No.: _____
Amount Recd. \$ _____
Receipt No.: _____
Case No.: _____ - _____

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: U.S. Signs Lydell Toye

Mailing Address: 258 Trade Center Drive New Braunfels 78130

Email Address: ussignsnb@gmail.com

Telephone: 830-629-4411

Mobile: 830-743-1599

2. **Property Address/Location:** 5513 IH 35

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

4. **Number of requested signs:** One additional sign to existing structure

5. **Dimension & height of sign(s):** Top Oval cabinet 20' x 48' Lower cabinet 3'x 20' Proposed message center will be 5' x 20'

6. **Business or event to be advertised:** Tree of Life Church

7. **Reason for request (please explain in detail and attach additional pages if needed):**
Removed existing manual marquee sign cabinet & would like to install same size LED message center
that has a full color display for church events & public service announcements

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 of Owner(s)/Agent

Feb 19th 2021
Date