



## DEVELOPMENT SERVICES DEPARTMENT SIGNS

The objective of the Sign Ordinance is to maintain and enhance the community's overall aesthetic environment and to also minimize the possible adverse effects of signs on nearby public and private property and to improve pedestrian and traffic safety.

### **Sign Ordinance**

The City of Manor regulates the permitting, design, location, construction, erection, modification, use, maintenance, and removal of signs within the City of Manor and its Extra-Territorial Jurisdiction (ETJ). A sign may only be erected, placed, established, painted, created, or maintained in conformance with the requirements of the ordinances.

### ***Do I need a permit for a sign?***

A permit is required to verify that a sign does confirm with the sign ordinance. With very few exceptions, all permanent signs must have a City of Manor permit. Some types of temporary signs, such as banners, may also be permitted. For more information on the permitting of signs, contact the Development Services Department at the address and numbers listed above.

### ***What information do I need to apply for a sign permit?***

- Drawing of the sign including Height, Width and Copy,
- Plot Plan or Site Plan showing the location of any proposed signs not attached to any building.
- Drawing of the elevation of the building and the location of any sign attached to a building,
- All signs that are a part of a uniform or unified sign plan approved by the Planning Commission must indicate compliance with the approved plan.

### ***How long does it take to get a sign permit?***

Generally it takes about 10 business days to get a permit. However, sign permits requiring a Uniform or Coordinated Sign Plan approval will take longer due to application processes that include Planning Commission approval. The Planning Commission meets once a month.

**Common violations of the sign ordinance include: placing signs in the right-of-way next to a city street or state highway; placing signs on utility poles or street signs; and placing banners without permits. To register a concern or complaint about a possible sign violation, please visit or contact the Code Enforcement Officer at the City of Manor. Code Enforcement should *not* be contacted through 911.**