

City of Fayetteville
Historic Preservation Permit Application
Signs and Awnings

A Historic Preservation Permit is required of all signs within the Historic District. It is the owner/applicant's responsibility to acquire the permit. A sign permit can only be issued after the Code Officer, or if necessary, the Fayetteville Historic Preservation Board approves of the application and confirms that the sign is in compliance with the City's design standards and the Historic Preservation Ordinance. The Historic Preservation Permit does not allow for variances or exceptions.

Signs and Awnings

Property Address: _____

Property Owner's Name: _____ Phone: _____

Owner's Address: _____

Leased? Lessee Name: _____ Phone: _____

Applicant Name: _____ Phone: _____

Address: _____

Contractor's Name: _____ Phone: _____

Contractor's Address: _____ Lic. # _____

Size of sign(s) _____

Location of sign(s) on building or property: _____

Intended start date: _____

Intended completion date: _____

WHAT YOU NEED TO SUBMIT:

1. Application.
2. A current color photograph of the property.
3. An illustration of the building façade showing the proposed sign.
4. A scaled drawing showing the sign itself and including the size, materials, colors, lighting, lettering and method of attachment. Material and/or color samples may be required.
5. For ground signs, a site plan indicating the location of the sign.
6. The type of illumination.

Does your sign:

- Work with the building? • Respect the size, scale and design of the historic building? • Respect the neighboring buildings? • Avoid obscuring significant features of the building? • Use materials and colors compatible with those of the historic building and district? • Attach to the building carefully, in

order to prevent damage to historic fabric, and protect pedestrian safety? Often, features or details of the building will suggest a motif for the new building's sign.

If review by the Board is required, you are encouraged to attend the Historic Preservation Board meeting to present your application. HPB meetings are usually held on the second Thursday of the month at 7:00 p.m. at the following location: 202 W. Main Street, Fayetteville, Texas 78940. Please call the City Secretary at 979-378-2559 for confirmation of meeting time and date.

If sufficient information is not provided to perform a proper review, the applicant may be recommended for denial unless a postponement is requested.

To be listed on the agenda of the Historic Preservation Board, this application must be submitted at least ten (10) business days prior to the current month's meeting date.

Owner's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

(Certifies you have the authority by Owner to make application)

City Secretary's Signature: _____ Date: _____