

<p><b>Commercial Property</b></p> <p><b>Permanent Sign</b></p> <p><b>Application Form</b></p> <p><b>Tax Map ID# (for office use only)</b>                  _____</p>	<p><b>Business Address:</b> _____ <b>Suite #</b> _____</p> <p style="text-align: center;"><b>The Woodlands, TX</b> _____ <b>(zip code)</b></p> <p><b>Property/Center Name:</b> _____</p> <p><b>Local Business Manager:</b> _____</p> <p><b>Office Phone:</b> _____</p> <p><b>Alternate:</b> _____</p> <p><b>E-mail:</b> _____</p> <p><b>Estimated Start Date:</b> _____</p> <p><b>Contractor:</b> _____</p> <p><b>Contractor's Phone:</b> _____</p> <p><b>Contractor's e-mail:</b> _____</p>
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**If you would like this application mailed to a different address. Please enter it below:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Instructions**

1. Please complete separate applications for each different sign and date proposed. Sign are typically limited to 1 per site at a time.
2. Applications must be signed by the real property owner or person authorized by the owner as agent of the owner. Written proof of this authorization may be required.
3. A scaled copy of the property survey noting the location of the proposed sign(s), also drawn to scale, must be submitted with the application. The overall survey sign must be no larger than 11" X 17". A separate enlarges area detail of the survey may be needed.
4. Drawings, photographs, color samples, brochures, and specs must be provided as needed.
5. Please reference the DSC Meeting Dates and Deadlines to determine the submission deadlines for placement on an upcoming meeting. Please note that all applications must be complete and without missing information. Incomplete applications may cause the review of an item to be delayed. Submission does not guarantee posting on an upcoming agenda.
6. Please visit our web site for the most recent Commercial Planning Design Standards at <http://www.thewoodlandstownship-tx.gov>. Submission **does not** guarantee posting on the upcoming agenda.

<b>For Office Use</b>	<b>PROJECT INFORMATION</b>
	<p><b>Sign Type</b> (please circle): Building - Monument - Directional - Multiple Occupancy - Customer Information - Parking Information – Other (describe)</p> <p>_____</p> <p>_____</p> <p><b>Sign is</b> (please circle):</p> <p style="padding-left: 20px;">Replacement of Existing Sign Panel w/new Business Name</p> <p style="padding-left: 20px;">Additional of a New Sign Panel w/new Business Name</p> <p style="padding-left: 20px;">New Sign Base/Existing Location</p> <p style="padding-left: 20px;">New Sign Base/New Location</p> <p style="padding-left: 20px;">New Message on an Existing Sign</p> <p><b>Note:</b> colored elevations with all colors, sizes and specs must be attached</p>

**OWNER CERTIFICATION AND HOLD HARMLESS AGREEMENTS**

1. The information set out above and included with this Application is accurate and complete.
2. The improvements will be completed in accordance with the approved application.
3. The improvements will not affect existing surface water flows at the lot boundaries.
4. Agents or employees of The Woodlands Township have my permission to enter the property during normal business hours.
5. Construction/Installation of the project specified in this application, may not begin until the action by the Plan Review Committee is granted and a permit has been issued by The Woodlands Township's Covenant Administration Department.

Owner understands that The Woodlands Township does not review plans for compliance with applicable laws or codes, and that it is the duty of the owner and the owner's contractors or consultants to design and construct the proposed improvements according to applicable laws, codes and sound practices. Owner hereby releases and agrees to hold The Woodlands Township, The Development Standards Committee, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements.

I certify that I am the owner or authorized to sign this form with the authority of, and as agent for, the owner.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Affiliation/Title

**\_\_\_\_\_**  
(For Office Use Only)

*Staff Approval Verification*

Date \_\_\_\_\_ Int. \_\_\_\_\_ Int. \_\_\_\_\_

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Committee Action \_\_\_\_\_  
(date)

\_\_\_\_ Approved                      \_\_\_\_\_ Deferred  
 \_\_\_\_\_ Disapproved            \_\_\_\_\_ Returned  
 \_\_\_\_\_ Conditionally Approved with following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supplemental Committee Action \_\_\_\_\_  
(date)

\_\_\_\_ Approved                      \_\_\_\_\_ Deferred  
 \_\_\_\_\_ Disapproved            \_\_\_\_\_ Returned  
 \_\_\_\_\_ Conditionally Approved with following conditions:

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