



# COMPREHENSIVE SIGN PACKAGE APPLICATION CHECK LIST

PLANNING SERVICES DIVISION

**BEFORE SUBMITTING AN APPLICATION, PLEASE CONTACT THE TOWN'S PLANNING SERVICES DIVISION AT [PLANNING@FLOWER-MOUND.COM](mailto:PLANNING@FLOWER-MOUND.COM) OR 972-874-6350.**

## **COMPREHENSIVE SIGN PACKAGE (CSP) REQUIREMENTS**

"A Comprehensive Sign Package allows for a specialized review of a sign or signs which may have meritorious design and seek to promote a unique quality for a proposed development, but which require special consideration. Such specialized review shall encompass the number, size, height, color, location, lighting and/or relation to adjacent property to promote the public health, safety, and welfare and be consistent with the goals of community character. The permitting of such signs shall not be based on the content of any sign, but is intended to allow for the evaluation of the physical impact of the proposed Comprehensive Sign Package on adjacent properties and to ensure adequate mitigation of potentially unfavorable factors, such as the number, size, height, color, location, lighting and other potentially unfavorable impacts. Under these provisions, any form of monument, statue, art work, tower, signage, as defined herein, or as proposed for a particular development as an architectural feature, other than a prohibited sign, may be presented as a comprehensive sign package for approval as stated herein." *Flower Mound Code of Ordinances, Chapter 86 SIGNS, Sec. 86-44 – Comprehensive sign package*

### **INITIAL SUBMITTAL REQUIREMENTS (Upload as PDFs):**

1. **Letter signed by the property owner(s) indicating their consent:** If the property owner information does not match the Denton Central Appraisal District record, then information verifying the change in ownership (purchase of the property) must be provided.
2. **Tax certificate(s):** Submit current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from Denton Central Appraisal District). Tax statements printed from the DCAD website (pdf) are acceptable in lieu of the original certificate(s).
3. **Letter of Intent:** The Letter of Intent should:
  - a) state why the applicant is requesting a CSP for the subject property;
  - b) specify existing zoning district(s);
  - c) define acreage of subject property;
  - d) specify any special considerations (i.e. requested variances from the standard sign regulations, and unique characteristics of the subject property).
4. **Comprehensive Sign Package:**
  - a) Upload in the following order:
    1. Drawing of the Proposed Sign(s) (1 PDF file containing all exhibits)
    2. Site Plan with the location of each proposed sign illustrated [1"= 100' scale]
    3. Blackline copy of the elevations with the location of each proposed sign illustrated. [1"= 100' scale]
    4. Vicinity Map
    5. Metes and Bounds Description

### **NOTIFICATION REQUIREMENTS FOR A CSP:**

1. **Property Owner Notifications:** The fee for property owner notices [sent to adjacent property owners, notifying them of the application and upcoming public hearing(s)] is \$2.50 per notice per mailing. All property owner notice fees are collected before the project is placed on the agenda for the first public hearing. (Planning staff determine who should receive the notice, calculate the fee and notify the applicant.)
2. **Newspaper Legal Notifications:** The fee for a legal notice to be placed in the newspaper to advertise a public hearing is \$40. Legal notification fees are collected at the time the application is submitted.

### **ADDITIONALLY:**

1. **Comprehensive Sign Package with Site Plan**  
Development of the comprehensive sign package shall be in accordance with the approved site plan or in conjunction with a proposed site plan submittal.



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## 2. **Additional Information may be requested by the Planning & Zoning Commission**

After proper notice to all parties concerned, the application will be presented at a public hearing to the Planning and Zoning Commission. In considering and determining its recommendations to the Town Council on any request for a CSP, the P&Z Commission may require from the applicant: plans; information; operating data; and expert evaluation concerning the location, function and characteristics of any sign(s) proposed.

## 3. **Issuance of Special Sign Permit**

Once recommended by the Planning & Zoning Commission for approval, the application will be presented to the Town Council at a public hearing for final approval. The Town Council may authorize the issuance of special sign permits for the comprehensive sign package.

## 4. **Town Council may establish conditions, standards and safeguards**

In the interest of public welfare and to ensure compliance with the Comprehensive Sign Package Ordinance and the Urban Design Criteria, the Town Council may establish conditions of operation, location, arrangement, proportionality scale, materials and construction of any use for which a sign permit is authorized.

In authorizing the location of any use listed as a special sign permit, the Town Council may impose such development standards and safeguards as the conditions and location indicate important to the welfare and protection of adjacent property from glare, offensive view or other undesirable conditions.

## 5. **Issuance of Building Permit**

No building permit shall be issued in any zoning district for any use for which a comprehensive sign package is sought under the applicable chapter until a special sign permit has been approved according to the requirements of said section.

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This document contains a summary list of requirements for a Comprehensive Sign Package submittal. The information contained within has been compiled from the Town of Flower Mound Code of Ordinances Signs Chapter. For detailed information, visit our website at [www.flower-mound.com](http://www.flower-mound.com). Below is a quick reference guide to help in your navigation to more detailed information:

### **Code of Ordinances (Chapter 86 Signs) link:**

<http://www.municode.com/resources/gateway.asp?pid=13329&sid=43>

Chapter 86: Article III. Regulations; Div. 1 Generally  
Sec. 86-44 Comprehensive Sign Package

### **Master Plan link:**

<http://www.flower-mound.com/index.aspx?nid=329>

### **SMARTGrowth Manual link:**

<http://www.flower-mound.com/index.aspx?nid=945>