

SIGN PREPARATION

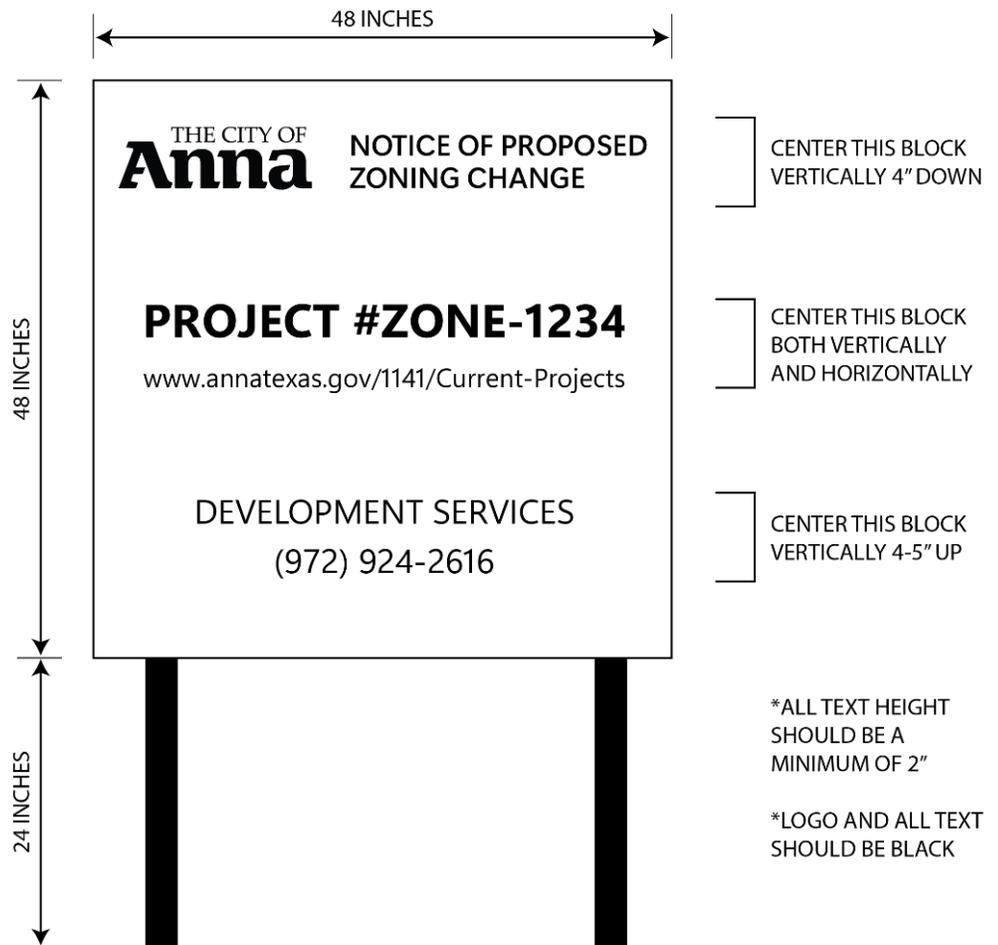
- The property owner or his/her representative is responsible for contacting a sign company and arranging for the preparation, placement and proof of the posting of the sign.
- You may use any sign company to meet the zoning sign criteria.
- Signs should be prepared after application submittal and during the review process of the project. The design **must** meet the requirements outlined in this document.

CONFIRM MEETING DATE

- Prior to posting a sign(s) on the property, please confirm that your project has been scheduled for a Planning & Zoning Commission meeting. Staff will provide you with the applicable meeting date and sign installation deadline with the 2nd Review Staff Comments.

CRITERIA

- The signs shall be designed in accordance with the sign(s) design diagram and the following criteria:
 - Sign(s) shall be four feet by four feet.
 - Two-sided ten millimeter coroplast sign(s) or metal sign(s).
 - Lettering shall be placed on both sides of the sign.
 - Supporting posts shall be metal or wood.
- Sign(s) shall be double-faced and placed perpendicular to the roadway to enable reading from both sides.



REQUIRED SIGNS MUST BE -

- posted in the correct location on the property by **12:00 p.m. 14 days prior to the scheduled Planning & Zoning Commission meeting date at which the zoning request will be heard**,
- posted in unobstructed views on private property and in a way in which they can be clearly read from the public right-of-way,
- placed in a location visible from all streets adjacent to the property included in the request,
- erected adjacent to each street frontage of the property, and
- located on tracts of land with frontage on public right-of-way greater than 300 feet in length, signs shall be posted along the frontage so the distance between signs is no greater than approximately 300 feet.
- On corner lots, a single sign may be posted at the intersection of the two streets.
- Signs shall be located no greater than twenty (20) feet from the property line and shall be a minimum of two (2) feet off the ground.

Public Right of Way Frontage Length (Feet)	# of Signs Required
300<	1
301-899	2
900-1,199	3
1,200+	TBD by Staff

PROOF OF POSTING

- The property owner or his/her representative **must** provide verification with a time-stamped digital photograph that the sign is installed properly by the deadline at 12 PM two weeks prior to the first public hearing.
- Photo Specifications:
 - One (1) time-stamped photo of each right-of-way frontage shall be taken showing that the signs are facing the right-of-way. If possible, provide photos with adjacent street signs or other adjacent right-of-way information for context.
 - An individual, time-stamped photo shall be taken showing the required information meeting the standards of the city on the sign.
- The verification photographs must be emailed to the Development Services Department at planning@annatexas.gov by **5:00 p.m. 14 days prior to the scheduled Planning & Zoning Commission meeting date at which the request will be heard**.
- If verification is not provided, City of Anna staff will not notice the property which will result in a delay.

ONGOING SIGN MAINTENANCE

- The property owner or his/her representative is responsible for maintaining the sign(s) throughout the entire review process. This includes requests or between the Planning & Zoning Commission meeting and City Council meeting and any tabling requests.
- City staff is not responsible for monitoring, posting or maintaining signs on the subject property during the rezoning process.

REMOVAL OF SIGNS

- The property owner or his/her representative must remove the sign within one (1) week after the City Council's approval or denial of the request or one (1) week after the Planning & Zoning Commission denies the request, unless an appeal to the City Council is made.