



APPLICATION

Commercial Signage Improvement Program

The purpose of this program is to incentivize business and property owners to remove non-conforming pole signs and install signs that conform to the Sign Regulations of the Unified Development Code. This program has been developed to strengthen the economic stability of Arlington's tax base and to avoid visual clutter, which is potentially harmful to automobile and pedestrian safety, property values, business opportunities, and community appearance. The integration of signs that better mesh with the surrounding environment, including scale of development, landscaping, and building design, will promote local development and simulate business and commercial activity.

Process

Once an application has been received by the City of Arlington Planning and Development Services:

1. City staff will review the application for completeness within 5 days of receiving the application.
2. If the application is determined eligible, the City will prepare an agreement to be signed by the applicant.
3. Once the City has also signed the agreement, the applicant receives a notice to proceed on the approved project (Note: no portion of the approved improvement project should begin until the agreement has been fully executed).
4. When the project is complete, the applicant should submit a "Claim Form" to the City of Arlington.
5. City staff will review the **Claim Form** and may inspect the property for completeness.
6. Once an incentive has been paid to the applicant, the agreement has been fulfilled and there are no further obligations for the applicant.

Applicant Information (if multiple owners, include identical information on attached sheet)

Applicant Name*: _____

*A legible copy of a current government photo ID is required to be submitted by the applicant.

Phone: _____ Email: _____

Applicant's Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Applicant is: Business Owner Property Owner Contractor Authorized Agent

1. **Project Address:** _____

2. **Name of Business:** _____

3. **Required Documents:** These documents must be submitted prior to City staff's review of this application and each pole sign requires a separate application:

- Plat/map of **existing** pole sign location
- Plat/map of **new** conforming sign location, if applicable
- Drawings/photographs to illustrate the **existing** pole sign
- Drawings/photographs to illustrate the **new** conforming sign, if applicable
- Dimensions and description of the **existing** pole sign
- Dimensions and description of **new** conforming sign, if applicable
- Quote or estimate from contractor for the removal of **existing** pole sign
- Quote or estimate from contractor for the installation of **new** conforming sign, if applicable
- Signed letter from property owner approving of project
- Signed W-9
- Copy of current government-issued photo ID
- Completed application

4. **Proposed Scope of Work:** Please check all that apply:

- Removing an existing pole sign
- Installation of new, conforming sign

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5. **Illumination.** Is the existing pole sign internally illuminated? Yes No
- a. Type of sign illumination: Neon LED/other N/A
- b. Is there an existing **Electronic Message Center (EMC) on the sign?** Yes No
6. **Is this a historic sign?** Yes No
7. **Existing Pole Sign Valuation - Declared:** \$ _____
8. **Estimated Pole Sign Removal Cost:** \$ _____
9. **Estimated New Conforming Sign Construction/Installation Cost:** \$ _____
10. **New Conforming Sign Square Footage:** _____
11. **New Conforming Sign Type:** Ground Wall Other _____
12. **Are there any other signs currently on this site?** Yes No
- a. Please describe: _____

Application Certification and Signature

I am authorized to sign this application for incentives and to certify through my signature below that the business for whom I am authorized to sign, or a branch, division, or department of the business, does not and will not knowingly employ an undocumented worker. If, after receiving an incentive or a "public subsidy" as defined in Government Code § 2264.001(3), the business or a branch, division, or department of the business, is convicted of a violation under 8 U.S.C. § 1324a(f), the business shall repay the amount of the incentive or the public subsidy with interest, at the rate and according to the other terms provided by an agreement required under Government Code § 2264.053, not later than the 120th day after the date the City notifies the business of the violation.

I certify that the information contained herein is true and correct.

Signature

Title

Date

This application must be completed and returned for consideration prior to any reimbursement. Upon receipt of this application, the City of Arlington may require other information as may be deemed appropriate for evaluating the application and other factors of the policy.

A separate sign permit application is required for each new sign that is to be installed/replaced.

All replacement signs MUST have an approved sign permit.

In order to be approved for a new sign permit, a business must also have:

- A Certificate of Occupancy approved or in review
- For new awning signs which require installing the awning: a Commercial Building Permit
- If you need to connect new wiring to light the sign (internally or externally) or for an EMC, an Electrical Permit
- Meet all sign requirements. All sign requirements can be found in Article 7 of the [Unified Development Code](#).

FOR OFFICE USE ONLY

- Application received on: _____
 - Is the subject site within a Planned Development (PD) zoning? Yes No
 - Is this a zoning "change of use" per the UDC use list? Yes No
- Reviewed by: _____ (staff signature) Date: _____