

APPLICATION FOR PERMANENT SIGNAGE
EXISTING COMMERCIAL CONSTRUCTION

Submit all Applications and required supporting documents to the Commercial Division of Ken Anderson & Associates. A digital (unlocked) PDF package must be emailed to Commercial@kaacm.com

Reference [The Woodlands Commercial Planning and Design Standards](#) for necessary information pertaining to commercial development. A copy can be found at www.KenAnderson.com on the Commercial page.

ALL PLANS, APPLICATIONS AND OTHER SUPPORTING DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY IN PDF FORMAT.

BUSINESS INFORMATION			
BUSINESS NAME			
BUSINESS ADDRESS			
STREET:		CITY:	STATE: ZIP:
BUSINESS OWNER NAME:		PRIMARY CONTACT:	
EMAIL:		PHONE:	ALT:
SHOPPING CENTER/PROPERTY NAME			

PROPERTY OWNER INFORMATION			
PROPERTY OWNER NAME:			
PRIMARY CONTACT:			
PROPERTY OWNER ADDRESS			
STREET:		CITY:	STATE: ZIP:
EMAIL:		PHONE:	ALT:

PROPERTY MANAGER INFORMATION			
PROPERTY MANAGER NAME:			
PRIMARY CONTACT:			
PROPERTY MANAGER ADDRESS			
STREET:		CITY:	STATE: ZIP:
EMAIL:		PHONE:	ALT:

CONTRACTOR INFORMATION			
CONTRACTOR BUSINESS NAME			
CONTRACTOR NAME:			
PRIMARY CONTACT:			
EMAIL:		PHONE:	ALT:

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PLEASE PROCEED TO THE NEXT PAGE.

PROJECT INFORMATION

SIGN TYPE: (Please check all that apply to this submission.)

Building	Monument	Window Graphics	Directional	Parking
Blade	Service/Delivery	Other (Describe):		

SIGN DETAILS:

Is the use of a logo and/or logotype being requested? Yes No

Is the logo and/or logotype registered with: (Applicant must check one selection below or submission will NOT be reviewed.)

The United States Patent and Trademark Office	Serial Number:	
The Texas Secretary of State	Registration Number:	
The logo and/or logotype is not registered (The Woodlands only permits registered logos and/or logotypes on any exterior signage.)		

Please note that a logo may not occupy more than 10% of the overall message area of a sign and dimensions are required to be shown on the submitted drawings.

SUBMISSION CHECKLIST: (All checklist requirements must be included or submission will NOT be reviewed.)

- Aerial Map with all sign location(s) highlighted or marked.
- Site Plan that shows all sign location(s) and the property lines.
- Sign Detail Drawings which include the length of the storefront, all sign dimensions, lighting details, colors and mounting information.
- An accurate color rendering/elevation of the proposed sign as it will look on the property, building or structure.
- Landscape / Irrigation Plans (Required for Monument Sign submissions only.)

Please note that some shopping centers or tenant spaces may have their own separate sign criteria which can be obtained from the Property Owner or Property Manager. Items not mentioned in specific shopping center or tenant space criteria will use requirements stated in The Woodlands Commercial Planning and Design Standards.

ESTIMATED INSTALLATION DATE: _____

VARIANCE REQUEST

SELECT VARIANCE(S):

Location	Materials	Color	Message	Business Clarifier	None
Other (Describe): _____					

EXPLAIN VARIANCE(S):

NOTE: SIZE VARIANCES WILL NOT BE GRANTED IN SHOPPING CENTERS/LOCATIONS WITH AN EXISTING AND APPROVED SIGN CRITERIA STATING MINIMUM AND MAXIMUM DIMENSIONS.

OWNER CERTIFICATION AND HOLD HARMLESS

I UNDERSTAND AND AGREE TO ALL OF THE FOLLOWING:

1. The information set out above and included in 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, the Plan Review Committee and/or Ken Anderson & Associates have my permission to enter the property during normal business hours to inspect construction of the improvements.
5. Construction is not to begin until approval has been received from the Plan Review Committee or its agents/employees.
6. All developments within the city limits of Shenandoah must meet all requirements for both The Woodlands and Shenandoah.

PROPERTY OWNER UNDERSTANDS THAT THE WOODLANDS LAND DEVELOPMENT L.P., THE WOODLANDS TOWNSHIP, THE PLAN REVIEW COMMITTEE AND/OR KEN ANDERSON & ASSOCIATES DOES NOT REVIEW PLANS FOR COMPLIANCE WITH APPLICABLE LAWS AND/OR CODES, AND THAT IT IS THE SOLE DUTY OF THE PROPERTY OWNER AND THE PROPERTY 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 PLAN REVIEW COMMITTEE, AND KEN ANDERSON & ASSOCIATES, THEIR OWNERS, PARTNERS, OFFICERS, DIRECTORS, EMPLOYEES, MEMBERS, AGENTS AND REPRESENTATIVES HARMLESS FROM ANY AND ALL COST OR LIABILITY ARISING OUT OF THE REVIEW OR APPROVAL OF PLANS AND SUBMISSIONS FOR THE PROPOSED IMPROVEMENT(S).

I UNDERSTAND THAT CONSTRUCTION IS NOT TO BEGIN UNTIL WRITTEN APPROVAL HAS BEEN RECEIVED FROM THE APPROPRIATE COMMITTEE(S).

I CERTIFY THAT I AM THE PROPERTY OWNER OR AUTHORIZED TO SIGN THIS FORM WITH THE AUTHORITY OF, AND AS AGENT FOR, THE PROPERTY OWNER.

PROPERTY OWNER/MANAGER NAME (PLEASE PRINT)	PROPERTY OWNER/MANAGER SIGNATURE	DATE
SIGNATURE OF (CHECK ONE):	PROPERTY OWNER	PROPERTY MANAGER