

## Downtown Sign Permit Submittal

**Definition:** **Downtown Sign** (*Town of Prosper Sign Ordinance*): A freestanding permanent sign fabricated by using one or more visible posts to support the sign body.

Please submit the following documentation thru our [online permitting portal](#) to apply for a downtown sign:

### **Required Submittal Documents:**

#### **ENERGOV SUBMITTAL TYPE: SIGN**

**1. Site Plan (Survey).**

- Location of the proposed sign
- Distances from proposed sign to adjacent property lines.
- Location of any easements within the vicinity of the proposed sign location.

**2. Construction Plan.**

- Renderings of the proposed downtown sign.
- Dimensions of the proposed downtown sign structure (length and height).

### **Specific Requirements:**

1. Maximum Effective Sign Area: 20 square feet
2. Maximum Height: 6 feet
3. Minimum Setback: 1 foot from all property lines.
4. Supporting structure shall be constructed of wood-plastic composite, metal, or plastic and painted to match the front building façade of the principal building on the same lot.
5. Shall not be permitted on the same lot as a monument or unified development sign.

### **Reference Documents (as applicable):**

- [Town of Prosper Sign Ordinance](#)