



City of Richmond, Texas
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Effective April 1, 2009, the City of Richmond is the administrative agent for plan review, permitting, inspection, and enforcement of the Standards of the West Fort Bend Management

SIGN CRITERIA CHECKLIST

FOR PROPERTIES WITHIN THE WEST FORT BEND MANAGEMENT DISTRICT

This document is a shortened version of the sign requirements of the West Fort Bend Management District in the form of a checklist. This summary contains all of the requirements of the District that need to be shown on the plans submitted for a sign permit. We advise you to obtain a copy of the entire set of Standards and Regulations (including photo exhibits), from the Building Department, or download the Standards and Regulations at the District's website, www.wfbmd.org.

Check Applicable Roadway ("Corridor")

These Corridor descriptions are stated in general terms. Please refer to Exhibit A of the Standards to determine if a property is within the District boundaries.

- U.S. 59 Corridor – includes property on both sides of U.S. 59 and extends from the Grand Parkway on the east to the City Limits of Rosenberg on the west
- Highway 90A Corridor – includes property on both sides of Highway 90A and extends from Richmond ETJ line on the east to the Brazos River on the west
- FM 359 Corridor – includes property on both sides of FM 359 and extends from Highway 90A on the south to Farmer Road on the north then west to Jones Creek
- FM 762 Corridor – includes property on both sides of FM 762 and extends from FM 2218 on the northwest to FM 2759 on the southeast
- FM 2218 Corridor – includes property on both sides of FM 2218 and extends from the City Limits of Rosenberg on the southwest to F.M. 762 on the northeast

The property does not necessarily have to be addressed on these roads to be in the District. The District boundaries extend out from the centerlines of the above mentioned roadways as shown on Exhibit A to the Standards. Many of the Standards also apply to Secondary Roads. A Secondary Road is any public roadway within a Corridor. If a property appears to be "half in and half out" of the District, then Staff will have to make a determination as to whether the Standards apply.

Application and Associated Fee

Required of every submittal: Checks Payable to : "City of Richmond"

- Sign Permit Application and \$25 fee

SIGN CRITERIA

Please show all specific requirements and all numerical requirements on the plans. For items that do not need to be shown, please include in the form of a notation on the plans.

All Freestanding Signs

- Shall be located only within the area between the front property line and the applicable parking Setback Lines (as set forth in Section 3.3 of the Standards).
- Shall be ground-mounted with concrete bases.
- Shall be constructed of Masonry or other Board-approved materials which match the facade of the related establishment.
- For single tenant signs, the maximum dimensions are 4 feet by 9 feet.
- For two tenants, two such signs shall be allowed in tandem providing a single base of 18 feet (see Exhibit E photo in Standards).
- For a single sign containing multiple tenants, an additional 1 foot of vertical height may be added for each additional tenant to a maximum sign height of 10 feet. Width remains a constant 9 feet.

Additional Criteria for Freestanding Signs (excluding Directional Signs) located in the U.S. 59 Corridor

- The maximum dimension of any sign shall be 4 feet high by 9 feet wide.
- Two such signs shall be allowed in tandem providing a single base of no more than 18 feet (see Exhibit E photo in Standards).
- Sign bases shall be no higher than 18 inches and constructed of concrete.
- Signs shall be constructed of materials similar to the materials used in the building elevation.
- The minimum distance between signs shall be 125 feet. Each separate property owner will be allowed at least one sign.
- Signs shall contain only the legal name (including d/b/a) and logo of the business.
- Signs may include the District's logo.

Additional Criteria for Freestanding Signs (excluding Directional Signs) located in the Highway 90A, FM 359, FM 762, and FM 2218 Corridors

- The maximum size of any sign shall be 36 square feet.
- Signs shall be constructed of materials similar to the materials used in the building elevation or materials approved by the Board.
- Signs shall contain only the legal name (including d/b/a) and logo of the business.
- Signs may include the District's logo.
- Signs shall be anchored in concrete.

Directional Signs

- Directional Signs shall be a maximum of 2 feet high by 3 feet wide.
- Directional Signs shall be erected near the ground.
- Directional Signs shall have a concrete base no higher than 18 inches.
- Site plans shall include notations concerning any Directional Signs.

Building Signs

- The area of Building Signs shall not exceed in the aggregate 25% of the area of the wall on which they are mounted or painted, or 1,000 square feet, whichever is smaller. Letters of a Building Sign may not be greater than 48 inches in height.
- Building Signs may be attached only to buildings devoted exclusively to business purposes. Building Signs on parking garages located on the premises of the business are allowed.
- Building Signs may not extend above the supporting exterior wall unless mounted on a mansard or facade and no Building Sign may extend more than 10 feet above the roof line of the supporting wall.

Residential Entry Monuments and Signs

- For projects other than Commercial properties, there shall be a percentage-based hierarchy of project entries. This system establishes size scale in reverse increments of:
 - 100%: Main monumentation
 - 75%: Secondary monumentation
 - 50%: Tertiary monumentation
 - 25%: Minor/Community facilitiesThese monuments will be evaluated on a case-by-case basis.

Temporary signs are allowed for the following uses:

- Construction signs: Only one such sign is permitted to face on each street adjacent to the property. Signs shall not exceed 4 feet by 8 feet.
- No Trespassing signs: Trespassing warnings that are posted in compliance with requirements of Federal, State, or local laws.
- Traffic Safety signs: Signs warning of construction, excavation or similar hazards.
- Real Estate signs: Temporary signs indicating that the property on which the sign is located is for sale, rent or lease. Only one such sign is permitted to face on each street adjacent to the property. Signs shall not exceed 4 feet by 8 feet.
- Utility signs: Signs placed by utility companies as a part of normal operation and marking of facilities such as telephone or underground services.
- Special Event signs: Signs advertising special or temporary functions or events (such as grand openings). Such signs shall not be erected for more than 10 days before and must be removed no later than 2 days after the event or function.
- Political Election signs: Signs relating to the election of a person to a public office, or relating to a political party, or relating to a matter to be voted upon at an election called by a public body.
- Signage shall be maintained for appearance and shall be removed when activity for which the sign was erected has been completed.

Prohibited Signs Within The Corridors

- All signage within the Corridors must be approved by the District or its designee.
- Signs, including but not limited to trailer signs, vehicles used as signage, animated, moving or flashing signs, iridescent painted signs, exposed neon signs, fluorescent or incandescent illumination signs, dayglo colored signs, and signs that create noise are strictly prohibited within the Corridors.
- No pole mounted or pylon signs or billboards shall be permitted.
- No advertising signs of any kind, nature, or description shall be permitted, including but not limited to: "Garage Sale" or "Estate Sale" signs, signs promoting concerts or events, and bandit signs.
- No roof top or paper signs shall be permitted.
- All banners and streamers are prohibited.
- No off-site or off-premise signs, excluding City-authorized directional signs, shall be permitted.
- All signs shall be placed on the owner's or tenant's property.