

Code Enforcement
City of Round Rock
301 W. Bagdad Ave. #210
Round Rock, TX 78664



Banners & Temporary Signs

About banners & temporary signs

In March 2013 the City of Round Rock adopted a new sign ordinance in order to improve the physical appearance of the community, foster public safety, address new sign technologies, and to clarify and streamline the review process for sign permits.

What is the “right-of-way”?

The right-of-way is the property owned by the City or another public entity for the location of streets, walkways and utilities. Signs are not permitted in the right-of-way, except - under certain conditions - political campaign signs or sidewalk signs (see reverse).

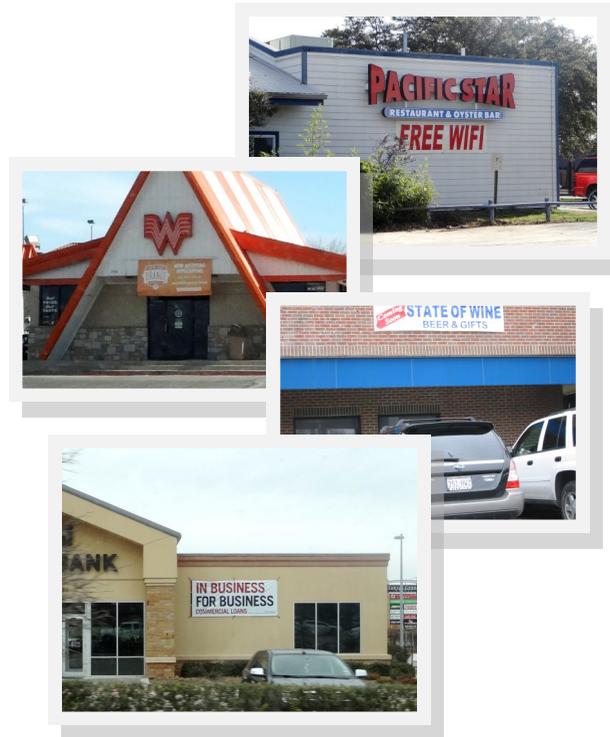
The boundary of the right-of-way is not marked, and is usually *not* located at the curb. Generally it is a distance away in order to accommodate sidewalks, utilities, and future road widening. The best way to make sure that temporary signs are outside of it and on private property is to use CityView, (<http://maps.roundrocktexas.gov/cityview/>), Round Rock’s online mapping tool, or contact the Planning & Development Services Department.

Why have sign standards and permits for temporary signs?

The new ordinance also includes standards for temporary banners and signs that businesses may use for short-term promotions. The purpose of standards and permits for temporary signs and banners is to regulate their number, type, size, location and how long they may be displayed.

Sign maintenance

The new ordinance includes maintenance standards for signs. Signs, including banners and temporary signs, must be removed if they become tattered, torn, damaged, or non-operational.



The Code Enforcement Division removes and disposes of 6,000-10,000 bandit signs each year.

Questions? Please contact:

Planning & Development Svcs. Dept. (512) 218-5428
Code Enforcement Division (512) 341-3329
301 W. Bagdad Ave. #210
Round Rock, TX 78664
www.roundrocktexas.gov/planning
www.roundrocktexas.gov/codeenforcement

Sign & banner information:

www.roundrocktexas.gov/signs
www.roundrocktexas.gov/banners

Ordinances:

www.roundrocktexas.gov/ordinances
See Part III Section 8-70: Signs

To:

City of Round Rock
Planning & Development Services
Code Enforcement
301 W. Bagdad #210 Round Rock, Texas 78664
(512) 218-5428
www.roundrocktexas.gov/banners
Para información en español por favor llame al 512-218-5428

Commercial banners

Permit required



Banners

Part III Section 8-77 (c)

Banners are now allowed for limited periods with a sign permit. Under the previous ordinance banners were not permitted.

- ◆ Only one banner may be displayed at a time.
- ◆ All banners must be displayed flat against a building (not on a fence or columns).
- ◆ Commercial banners: max. 15 sq. ft. (if the storefront is more than 80 ft. wide a commercial banner may be up to 40 sq. ft.)
- ◆ May be displayed for 30 days per sign permit; max. 3 sign permits per 12-month period
- ◆ New occupant banners (until a permanent sign is installed): max. 40 sq. ft.; may be displayed for up to 60 days with a sign permit.

How to apply for a banner permit

Sign permit applications for banners are available online at www.roundrocktexas.gov/banners. Permits are also available at the Planning & Development Services offices. The application requests information about the type, size, location, and proposed dates for display of the banner. The application and \$35 permit fee should be brought to the Planning & Development Services Department (address below).

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Signs allowed with conditions

Permit not required



Promotional Signs

Part III Section 8-87

These signs are usually included in a Special Event Permit or Temporary Use Permit, and do not require a separate Sign Permit.

- ◆ Only permitted for events sponsored by a civic or non-profit organization, or a permitted Special Event
- ◆ Must be displayed on-site, but does not need to be attached to a building. Must not interfere with visibility or create a traffic hazard. Consult with the property owner to determine acceptable placement (If in a public park, consult the Parks and Recreation Department at 512-218-5540)
- ◆ One sign permitted per road frontage, max. 40 sq. ft. per sign
- ◆ May be displayed up to 30 days before the event begins and must be removed within 7 days after it ends.



Sidewalk signs

Part III Section 8-79 (a)

A sidewalk sign is a temporary, movable sign that is scaled to pedestrian areas.

- ◆ Eating and drinking establishments and retail sales and services are allowed one sidewalk sign
- ◆ Max. 48 inches high and 30 inches wide. May not be an internally-illuminated cabinet sign. May not include individual plastic letters on tracks.
- ◆ May only be displayed during hours of operation
- ◆ May not be chained or otherwise secured to the ground or a structure, but must be weighted to be stable and windproof
- ◆ May not be located as to interfere with windows and doors; must allow at least 48 inches unobstructed walking space; may not be located within 5 feet of the corner of a building at the intersection of two public streets; requires a license agreement to be located on a public sidewalk or city right-of-way.



Political Campaign Signs

Part III Section 8-91

The candidate for office is deemed the person responsible for their campaign signs unless another person has been registered as such with the City Clerk.

Political campaign signs may only be displayed on any public property or right-of-way if all of the following apply:

- ◆ Sign does not interfere with the public's use of the roadway or sidewalk;
- ◆ Sign is not located in the right-of-way of a highway or commercial road;
- ◆ The property owner immediately adjacent to the right-of-way where the sign is located consents to the posting of the sign.
- ◆ Sign is 4 square feet or less;
- ◆ The sign is no more than 3 feet tall if located within the sight visibility triangle at an intersection (see Part III Section 1-50: Definitions).



Garage/Yard Sale Signs

Part III Section 8-90

- ◆ Permitted only on private property on the site of the sale.
- ◆ May be posted no more than 24 hours before the sale and must be removed immediately afterward.



Window Signs

Part III Section 8-77 (i)

- ◆ Sign display area may not exceed 50% of the area of each window.
- ◆ Total sign display area on each side of a building may not exceed 25% of the total window area on that side of the building.
- ◆ Window signs are not included in the total permanent building sign area

Not allowed

These signs are never allowed

Part III Section 8-81: Prohibited signs

- ◆ Any sign located in the public right-of-way (see definition on reverse), other than some political campaign signs (see left).
- ◆ Signs displayed off-premises
- ◆ Signs displayed in the right-of-way or on public property, such as utility poles or mail boxes
- ◆ Signs that obstruct window or door openings used as a means of egress
- ◆ Inflatable signs
- ◆ Animated signs (includes flashing, scrolling, or other moving images)
- ◆ Swooper flags containing any message
- ◆ Festoons or pennants
- ◆ Searchlights or other attention-getting devices
- ◆ Signs carried by or attached to a person
- ◆ Merchandise, equipment or products that are not for sale but intended to attract attention
- ◆ Portable signs (other than sidewalk signs), such as those attached to vehicles or trailers
- ◆ Signs that could be confused with traffic signals or direction signs

Electronic messaging centers (EMCs)

are not permitted on buildings but may be permitted on freestanding signs subject to size and design requirements. Contact PDS for more information.