

## **CITY OF FARMERS BRANCH, TEXAS**

### **POLICY AND PROCEDURES FOR PAINTING ADDRESSES ON CURBS**

City Ordinance No. 2472 governs the painting of addresses on curbs. Any failure to comply with the provisions of this ordinance will be subject to a citation and payment of a fine not to exceed \$500.

1. An Application shall be filled out and signed.
2. A fee of \$50 must be paid for each applicant. The fee shall be waived for a non-profit group.
3. The address numbers must be painted 3-inch **"WHITE"** lettering centered within a 5-inch high **"RED"** background.
4. The name, type, and consistency of the paint, with samples of the paint and templates proposed for use, shall be submitted and approved by the City.
5. The addresses shall be painted as follows:

For ONE address – It shall be painted on the public curb, at the center of property.

OR

For TWO address numbers – They shall be painted on each side of driveway approach.

6. Applicants who want to knock on doors must apply for a Solicitation Permit with the City's Policy Department before a curb painting permit will be issued.
7. A copy of the handbill document soliciting this work must be submitted to the City for approval. The handbill document must include the following, in a font no smaller than 12pt.: **"Painting address numbers on the curb is optional and not required by the City of Farmers Branch."**
8. After meeting the above requirements, a permit will be issued. This permit must be carried by all workers, and will be available upon request; failure to do so will result in revoking of the permit.
9. No permit may be transferred or assigned to another interest without the prior written consent of the City of Farmers Branch.
10. The occupant or owner of the premises must give signed authorization for the placing of address number(s) on the public curb. The signed document must include the following sentence, **"Painting address numbers on the curb is optional and not required by the City of Farmers Branch."**
11. If any of the Applicant's work is found to be unacceptable to the City, the unacceptable work must be removed by the Applicant at the sole cost of the Applicant.
12. The City of Farmers Branch is not responsible or liable for any damage to public or private property and is not responsible for the Applicant's quality of work. The City does not warrant or promise that the Applicant's quality of the work will be satisfactory to the property owner.
13. All permits terminate on December 31, in the year of application and must be re-applied for to continue the service of painting curbs each subsequent year.

**Failure to comply with these provisions will cause a permit to be revoked and possible payment of a fine.**



**APPLICATION FOR A PERMIT TO PAINT ADDRESSES ON CURBS**

\_\_\_\_\_  
*(Name of Applicant/Organization requesting a permit)*                      *Date of this Application*

The Applicant shall, in a satisfactory and proper manner as determined by the City of Farmers Branch, conform to the requirements as set forth in the City’s “Policy and Procedure for Painting Addresses on Curbs” which is a part of this application. The Applicant must read and comply with the Farmers Branch City Ordinance No. 2472.

Failure to comply with any of the provisions will cause a permit to be revoked and possible payment of a fine.

This Permit shall terminate on the 31<sup>st</sup> day of December, \_\_\_\_\_ under any condition.

\_\_\_\_\_  
*Applicant’s Full Name*                      *Street Address* \_\_\_\_\_


\_\_\_\_\_  
*Driver's License Number*                      *City, State, Zip* \_\_\_\_\_

\_\_\_\_\_  
*Applicant Signature (Parent or Guardian if applicable)*

List the name(s), address(s) and phone number(s) of all persons performing the work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p><i>Internal Office Use Only:</i></p> <p>Permit fee of \$50 has been paid.    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Police Department’s Solicitation Permit approved:    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
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<b>PERMIT TO PAINT ADDRESSES ON CURBS:</b>	
Applicant's Name:	
Address:	
City/State/Zip:	
Telephone No.:	
Drivers License No.:	
Other Individuals: (list below, use reverse side if necessary)	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p><b>FARMERS BRANCH</b></p> </div> <div style="text-align: center;"> <p><b>CITY OF FARMERS BRANCH PUBLIC WORKS DEPARTMENT (972) 919-2597</b></p> </div> </div>	
Date Issued:	
Issued By:	
Expires: December 31,	
Permit No.:	

**The Applicant's completed permit must be carried by worker(s) at all times.**