

# PERMANENT SIGN APPLICATIONS

THE FOLLOWING ARE THE MINIMUM REQUIREMENTS.

## Application Requirements

A complete application for a sign permit shall be submitted to the Community Development Department on the forms provided by the Community Development Department

- Name, address, and phone number of the property owner and licensed sign company erecting the sign.
- Street address or legal description for the sign being installed.
- Height, size, style, colors, materials, and location of the proposed sign.
- Written permission of the property owner, his lessee, or agent to erect the proposed sign.
- A plan, drawn to scale, showing all pertinent structural and electrical details, wind pressure requirements and materials in accordance with the FL Building Code. (Signed & sealed)
- A statement verifying the height, size, and location of existing signage on the premises.
- A plan or sketch, drawn to scale, showing the location of the landscape area in accordance with Chapter 15, LDC.

## Awning Sign, Canopy Sign, Projecting Sign, Suspended Sign, Light Pole Sign

- 3 copies of elevation drawings, showing area where sign is to be located, and following information as applicable:
- 3 copies of structural drawings.
- Sign area.
- Sign height and width.
- Clearance and projection.
- Material and colors.
- Sign area of other wall signage (existing or proposed).
- Signed and sealed drawings showing attachment of sign to structure, including fastenings and wind design data.

## Incidental Sign, Drive-thru sign

- 3 copies of elevation drawings, showing area where sign is to be located.
- 3 copies of structural drawings.
- Sign area.
- Sign height and width.
- Material and colors.
- Signed and sealed drawings showing attachment of sign to structure, including fastenings and wind design data.

## Monument Sign & Post Sign

The following information is required to be indicated on the drawings for the proposed sign or as a separate attachment to the application, as indicated.

### On drawings (3 copies):

- Sign area.
- Sign height and width.
- Monument sign must have 18" minimum base.
- Base and cabinet must be designed to incorporate colors, materials, and style to be compatible with primary building.
- Sign must include address numbers (6" minimum) along cabinet side facing the street and at the top of both sides, above or at the top of the sign face.
- Signed and sealed structure and foundation drawings, including wind design data.

### On site plan (3 copies):

- Indicate, to scale, location of proposed sign.
- Indicate setback from the right-of-way and compliance with visual clearance angles (Chapter 16, Section 6, LDC).
- Landscape plan in accordance with Chapter 15, Section 11(b)(1)(d) or 11(b)(2)(d), LDC.
  - o Monument signs: 3 ft<sup>2</sup> of landscaping/1 ft<sup>2</sup> of sign area; Minimum quantity of shrubs or ground cover = sign area SF x 0.45
  - o Post signs: 1 ft<sup>2</sup> of landscaping/1 ft<sup>2</sup> of sign area; Minimum quantity of shrubs or ground cover = sign area SF x 0.45

## Wall Signage

- 3 copies of elevation drawings, showing area where sign is to be mounted.
- 3 copies of structural drawings.
- Sign area.
- Sign height and width.
- Building height.
- Material and colors.
- Sign area of other wall signage (existing or proposed).
- Signed and sealed drawings showing attachment of sign to structure, including fastenings and wind design data.