



**SECTION D: SIZE OF PROPOSED SIGN**

**OFF-SITE**

Height \_\_\_\_\_ (X) Width \_\_\_\_\_ (=) \_\_\_\_\_ Square Feet (sq.ft.) (Max 380 sq.ft.)

**ON-SITE**

Size of sign along roadway frontage #1:

Height \_\_\_\_\_ (x) Width \_\_\_\_\_ (=) Area of Sign: \_\_\_\_\_ sq.ft. (+) Existing signs \_\_\_\_\_ (=) Frontage Total \_\_\_\_\_

Size of sign along roadway frontage #2: (if applicable)

Height \_\_\_\_\_ (x) Width \_\_\_\_\_ (=) Area of Sign: \_\_\_\_\_ sq.ft. (+) Existing signs \_\_\_\_\_ (=) Frontage Total \_\_\_\_\_

Total Site: Total Area (new signs)                      Total Area (existing)                      Grand Total (sq.ft)

**SECTION E: PROPERTY / BUILDING INFORMATION (ON-SITE ONLY)**

ROADWAY FRONTAGE #1: Street Name: \_\_\_\_\_ Length of frontage: \_\_\_\_\_ Feet  
(If applicable)

ROADWAY FRONTAGE #2: Street Name: \_\_\_\_\_ Length of frontage: \_\_\_\_\_ Feet

NUMBER OF MULTI-TENANT BUILDINGS / MULTIPLE BUILDINGS ON A SINGLE PARCEL: \_\_\_\_\_

- 1. Wall-Partitioned space?                       Yes       No
- 2. Parking separate for each building?    Yes       No
- 3. Linear feet of building frontage: \_\_\_\_\_ feet

**SECTION F: PROPERTY INFORMATION**

WILL ANY PART OF THE SITE REQUIRE DISTURBANCE TO ACCOMMODATE THE SIGN?    YES     NO

IF YES, INDICATE:    Tree Removal     Clearing Activity: \_\_\_\_\_ sq.ft.     Grading Activity: \_\_\_\_\_ sq.ft.

ARE ANY ENVIRONMENTALLY SENSITIVE AREAS PRESENT ON THE SITE?    YES     NO

HAS AN ENVIRONMENTAL PERMIT BEEN ISSUED FOR THE SITE?    YES    LEM# \_\_\_\_\_     NO

**SECTION G: SITE PLAN AND CONSTRUCTION DRAWINGS (The following plans must be provided with application)**

**All data in this application must be shown on either the Site Plan and/or on the Construction Drawings.**

**SITE PLAN (All Signs):**

The site plan may be drawn on either a letter size, legal size, or a plan size page. The site plan must be drawn to scale and must show: (1) locations of all off-site signs and structures presently on site; (2) parcel boundary lines; (3) adjacent roadways (with street names); (4) proposed location of sign; (5) sign orientation; (6) a north direction arrow; (7) designated landscape areas, buffering, and all environmentally sensitive features; and (8) set back dimensions from existing property lines.

**SITE PLAN (Off-Site Signs):**

In addition to the site plan requirements for all signs, the plan for off-site signs must show: (1) off-site signs located on adjacent properties; (2) distance of the proposed sign from the nearest residentially zoned property; (3) angle of opening, if any, between sign panels; and (4) location of off-site signs removed in exchange for this request (provide Certificate of Removal).

**CONSTRUCTION DRAWINGS:**

The construction plans may be on either legal size or standard plan size. These plans must have scaled drawings of the sign that include the face of the sign, the supporting structure, the foundation, connection details for wall signs, the electrical plan for the illumination of the sign, and the wind analysis evaluation. The plans must be signed, sealed, and dated by a Design Professional registered in the State of Florida.

**SECTION H: APPLICANT NOTICE OF SIGN MODIFICATION**

Any change to the location, construction, design, or orientation of the sign, after Leon County has approved this permit, may be considered to be a modification of this approval and will require additional review and new approval by Leon County.

\_\_\_\_\_  
Owner/Agent Initials

**SECTION I: APPLICANT CERTIFICATION**

Application is hereby made to obtain a permit(s) to do the work and installations as indicated. I certify that all of the foregoing information is accurate and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I further certify that no work or installation will commence prior to the issuance of a permit. **I ALSO ACKNOWLEDGE THAT MY FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN MY PAYING TWICE FOR THE IMPROVEMENTS TO MY PROPERTY, AND THAT IF I AM INTENDING TO OBTAIN FINANCING, I SHOULD CONSULT WITH MY LENDER OR ATTORNEY BEFORE RECORDING A NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
Owner/Agent Initials

**Public Record Information:**

Chapter 119, Florida Statutes, Section 119.07(3)(i)1, 2 and 3 exempt the public release of select information pertaining to the name, address and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children. Do you or your spouse fall into one of these protected categories? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ If so, do you want the exempt information that is included on this application withheld from the public, or from any official public records request? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ (The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes, is subject to verification by this department).

\_\_\_\_\_  
Owner/Agent Initials

I understand the issuance of this permit shall in no way prevent Leon County from later declaring the said sign to be non-conforming, if upon further review of information submitted with the application, or of newly acquired information, the sign is found not to comply with the requirements of the Leon County Code of Laws. By accepting this permit, I agree to indemnify and hold harmless Leon County for all damages, demands, or expenses of every character which may in any manner be caused by the sign or sign structure.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

**Access to Property:**

By submitting this application, I am providing permission for Leon County personnel to inspect at all reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Sections 10-1.105 and 10-4.212, and Florida Building Code, Building. Unless the inspection requires entry into a private residence, no further permission will be required.

\_\_\_\_\_  
Owner Initials

**Property Owner Permission:**

By submission of this application, I attest that I am the real property owner and that authorization has been given to the applicant to install the sign referenced in this application.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

STATE OF \_\_\_\_\_

County/Parish of \_\_\_\_\_

The foregoing instrument was acknowledged before me by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(Name of Person Acknowledging)

\_\_\_\_\_  
(Notary Signature)

My Commission Expires: \_\_\_\_\_

Notary Public, State of: \_\_\_\_\_

Commission Number (if applicable): \_\_\_\_\_

(SEAL)

**SECTION J: CONTRACTOR INFORMATION (Must be completed by all applicants)**

Applicant	Contractor	Architect / Engineer	Electrical Contractor
Name			
Address			
License No.			
Telephone			

**SECTION K: DEPARTMENT APPROVALS (Office Use Only)**

**DEVELOPMENT SERVICES:**

**APPROVALS:**    Application is approved    Further review required

Reviewed By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUILDING PLANS REVIEW & INSPECTION:**

**APPROVALS:**    Application is approved    Further review required

Reviewed By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ENVIRONMENTAL SERVICES:**

**APPROVALS:**    Application is approved    Further review required

Reviewed By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site Dimensions (ft)	Permit Fees	Amount
Lot Depth	Development Services	
Lot Width	Sign Permit	
Front Setback	Electrical Permit	
Rear Setback	Construction Lien Law	
Left Side Setback	Surcharge Fees	
Right Side Setback	Environmental Fees	
	<b>Total Fees Due</b>	