



# Development Services SIGN POSTING SPECIFICATIONS



**Department of Development Support &  
Environmental Management**  
435 North Macomb St., 2nd Floor  
Tallahassee, Florida 32301  
Phone: (850) 606-1300  
[www.leonpermits.org](http://www.leonpermits.org)

Property that is subject to development review shall meet the sign posting specifications outlined below.

## **SIGN PRODUCTION:**

- Shall be made from corrugated plastic or a similar durable and weatherproof material
- Shall measure a minimum of 28 x 22 inches
- Background of the sign shall be colored according to the type of review, as follows:
  - Pre-Application for Type D Site and Development Plans (Orange; RGB 25-153-51)
  - Application Review Meeting (Yellow; RGB 255-255-102)
  - Development Review Committee Meeting (Blue; RGB 0-204-255)
  - Development Agreement (Green; RGB 0-255-0)
- Lettering shall be black and match the exact textual content and layout of the Sign Posting Template given to you during the completeness check of the project

## **BULK SIGN PRODUCTION:**

A blank Sign Posting Template shall be used when producing signs in bulk to ensure textual content and layout is consistent for all signs. Project information for signs shall be clearly written in bold black lettering with a permanent marker or vinyl lettering. Please contact Development Services at 850-606-1300 to obtain a blank Sign Posting Template.

## **SIGN PLACEMENT ON PROPERTY:**

Signs shall be prominently placed in an area that is clearly visible and is centrally located along each street frontage immediately adjacent to the subject property. Properties with frontage on multiple streets, such as double frontage or corner properties, shall have a sign posted on each street frontage. No sign shall be posted in the right-of-way. It shall be the responsibility of the applicant to ensure that the sign(s) remain visibly posted until all applicable approvals for the project are obtained.

## **SIGN POSTING AFFIDAVIT:**

A signed and notarized Sign Posting Affidavit shall be uploaded, with attached photographs, to the project's associated ProjectDox file within 7 calendar days of an application being submitted for review.

## **REMOVAL OF SIGN:**

It shall be the responsibility of the applicant to remove all signs from the site no later than 10 days after all applicable approvals have been obtained.