



Development Support and Environmental Management
 435 North Macomb Street, 2nd Floor
 Tallahassee, Florida 32301
 (850) 606-1300
www.leonpermits.org

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LPR _____
 LB _____
 LDV _____

SIGN PERMIT APPLICATION

SECTION A: LOCATION OF PROPOSED SIGN

NAME OF PROPERTY OWNER: _____

ADDRESS: _____
 STREET CITY STATE ZIP

EMAIL ADDRESS: _____ PHONE: _____

NAME OF BUSINESS: _____

NAME OF SIGN INSTALLATION COMPANY: _____

EMAIL ADDRESS: _____ PHONE: _____

LETTER OF PERMISSION OR LEASE ALLOWING FOR SIGN PLACEMENT OWNER AFFIDAVIT, IF ACTING AS OWNER'S AGENT

SIGN LOCATED AT: _____ ZONING DISTRICT: _____
 NO. STREET

BETWEEN: _____ and _____
 (CROSS STREET) (CROSS STREET)

PARCEL NUMBER: _____

LATITUDE: _____ LONGITUDE: _____ COST OF SIGN: \$ _____

GLOBAL COORDINATE SYSTEM WGS89 LATITUDE / LONGITUDE AND CROSS STREET LOCATIONS ARE ONLY REQUIRED FOR OFF-SITE SIGNS. FURNISH GPS COORDINATES FOR THE POLE ON MONOPOLE SIGNS AND THE CENTER POLE ON MULTI-POLE INSTALLATIONS.

SHOPPING CENTER (Name of Shopping Center) _____ Gross Leaseable Area _____ sq. ft.

MULTI-TENANT BUILDING N/A

SECTION B: TYPE OF PROPOSED ON-SITE SIGN (Check all that apply)

PERMANENT TEMPORARY: No. of Days _____ DIRECTIONAL

New Sign Alteration Relocation Addition Other

GROUND: Monument Pedestal Pole **WALL:** Projecting Mansard Banner Other

SECTION C: TYPE OF PROPOSED OFF-SITE SIGN (Check all that apply)

PERMANENT TEMPORARY: No. of Days _____ DIRECTIONAL

New Sign Alteration Relocation Addition Other

Single Face Double Faced Parallel Double Faced with Interior Surface Angle of _____ Degrees (max 60 degrees)

Multi-Vision Digital

Internal Illumination External Illumination Non-Illuminated

Incandescent Fluorescent Halogen Neon Other

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 _____

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization this _____ day of _____, 20 ____, by _____, who is personally known to me or who has produced _____ as identification.

(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	
	Total Fees Due	