



CITY OF SANIBEL
 Planning Department
 APPLICATION FOR DEVELOPMENT PERMIT
SIGN PERMIT

STAFF USE ONLY

APPLICATION No: _____ FILING DATE: _____ ACCEPTED BY: _____
 FEE: **NEW SIGN (\$10/SF)** = _____ **ALTERATION (\$50.00)** = _____

THIS APPLICATION CAN ONLY BE ACCEPTED IF ALL BLANKS ARE COMPLETED AND ATTACHMENTS REQUESTED ON SIDE 2 ARE PROVIDED. A COPY OF THE LOCATION'S **BUSINESS TAX RECEIPT** MUST BE ATTACHED TO THIS APPLICATION.

PART I. PARCEL IDENTIFICATION OF SIGN LOCATION

TAX STRAP NUMBER: ____ - **46** - ____ - **T** ____ - ____ - ____ - ____ - ____ - ____ - ____
 STREET ADDRESS OF SIGN: _____

PART II. OWNER & CONTRACTOR INFORMATION

NAME OF OWNER: _____
 Owner's Mailing Address: _____
 Owner's Phone No: _____ Business _____ Fax _____
 Owner's **Email** Address: _____
NAME OF CONTRACTOR: _____
 Contractor's Address: _____
 Contractor's Phone No: _____ Business _____ Fax _____
 Contractor's **Email** Address: _____
 SIGN INSTALLED BY: _____

PART III. PROVIDE A BRIEF DESCRIPTION OF SIGN (CHECK ALL THAT APPLY)

____ NEW SIGN ____ REPLACEMENT SIGN ____ RELOCATE EXISTING SIGN ____ CHANGE SIGN COPY
 ____ LIGHTING ____ GROUND MOUNTED ____ WALL MOUNTED ____ ROOF MOUNTED
 ____ OTHER TYPE OF BUILDING SIGN (DESCRIBE): _____

CONSTRUCTION MATERIAL: ____ WOOD ____ OTHER: _____

LIGHTING: IS THIS SIGN TO BE LIT? ____ NO ____ YES (IF YES, FOLLOW LIGHTING PLAN INSTRUCTIONS)

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PART IV. ATTACHMENTS CHECKLIST:

The information and attachments requested as part of this application are the minimum necessary to determine compliance with the requirements of The Sanibel Plan and the Land Development Code (LDC). The City may require additional information, at any time during the application process, to determine compliance with the requirements of the Sanibel Plan and the LDC.

- _____ DEED (COPY) OR LEE COUNTY OWNER OF RECORD
- _____ OWNER'S AUTHORIZATION (Certified Form Available in the Planning Department)
- _____ SIGN CONTRACTOR'S AUTHORIZATION A WRITTEN STATEMENT FROM THE SIGN CONTRACTOR, INCLUDING NAME, ADDRESS, AND PHONE NUMBER OF CONTRACTOR INSTALLING THE SIGN
- _____ BUSINESS TAX RECEIPT A COPY OF A VALID CITY BUSINESS TAX RECEIPT FOR THE BUSINESS OR BUSINESSES NAMED ON THE SIGN.
- _____ DRAWING A FULLY DIMENSIONED DRAWING OF THE PROPOSED SIGN WHICH ACCURATELY DEPICTS THE SIZE AND NATURE OF THE SIGN. THE DRAWING SHALL CLEARLY INDICATE THE HEIGHT AND WIDTH OF THE SIGN, AND INCLUDE COPY AS IT WILL APPEAR ON THE SIGN. A COMPLETE DESCRIPTION OF THE PROPOSED SIGN SHALL ACCOMPANY THE DRAWING.
- _____ SITE PLAN IF A GROUND-MOUNTED SIGN, A DIMENSIONED SITE PLAN DRAWING SHOWING THE PROPOSED LOCATION OF THE SIGN IN RELATION TO PROPERTY LINES, ABUTTING STREETS, AND OTHER STRUCTURES ON THE SITE. THE SITE PLAN SHALL ALSO DEMONSTRATE COMPLIANCE WITH REQUIRED SETBACKS.
- _____ CONSTRUCTION PLANS CONSTRUCTION PLANS INDICATING THE MATERIAL TO BE USED AND SPECIFICATIONS FOR CONSTRUCTION IN SUFFICIENT DETAIL TO FULLY DEMONSTRATE HOW THE SIGN IS TO BE ERECTED, INCLUDING MATERIALS, FASTENER SPECIFICATIONS, AND POST PENETRATION DEPTH. THE CONSTRUCTION PLANS SHALL INCLUDE A FRONT AND SIDE VIEW OF THE SIGN. IF A BUILDING SIGN, ALSO INCLUDE A DRAWING OF THE BUILDING SHOWING WHERE AND HOW THE SIGN IS TO BE ATTACHED.
- _____ LIGHTING PLAN IF THE SIGN IS TO ILLUMINATED, PROVIDE A DETAILED LIGHTING PLAN INCLUDING LIGHT FIXTURE LOCATION IN RELATION TO THE SIGN FACE, FIXTURE TYPE, LAMP TYPE, NUMBER OF FIXTURES, TOTAL WATTAGE AND WATTAGE OF EACH BULB, NUMBER OF BULBS, MOUNTING METHOD, AND PROXIMITY TO ROADWAY AND DRIVEWAY. THE LIGHTING PLAN SHALL INCLUDE THE MANUFACTURER'S SPECIFICATION SHEET FOR THE FIXTURES. A CITY ELECTRICAL PERMIT IS REQUIRED FOR ANY NEW ELECTRICAL WIRING, EXTENSION OF EXISTING WIRING, OR REPLACEMENT OF ANY MAJOR COMPONENTS.
- _____ OTHER INFORMATION REQUIRED FOR COMPLIANCE WITH THE LAND DEVELOPMENT CODE: _____

***** **CERTIFICATION** *****

I hereby certify that the information contained in this application and the attachments hereto are true and correct to the best of my knowledge and belief. Furthermore, I acknowledge that the City has the right to inspect the subject property in conjunction with this development permit application. (Please advise the City of any restrictions or limitations on the inspections.)

SIGNATURE OF OWNER / OWNER'S AUTHORIZED REPRESENTATIVE DATE

NOTE TO OWNER/APPLICANT: The proposed development may be subject to private deed restrictions or covenants. It is the applicant's responsibility to verify with the appropriate property owners association whether the proposed development complies with the applicable deed restrictions or covenants. **The City does not enforce deed restrictions or act as an arbitrator between the applicant and the association.**