

**CITY OF SANIBEL SIGN PERMIT APPLICATION # \_\_\_\_\_**

Filing Date: \_\_\_\_\_ Accepted By: \_\_\_\_\_ Fee: New \$10 Per Sq. Ft. \_\_\_ Alteration \$50 \_\_\_

***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.***

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**PART I. SIGN INFORMATION**

NAME OF BUSINESS, COMPLEX, SUBDIVISION, ETC: \_\_\_\_\_

STREET ADDRESS OF SIGN: \_\_\_\_\_

PARCEL (STRAP) # \_\_\_\_\_

SIGN CONTACT PERSON \_\_\_\_\_ PHONE NO. \_\_\_\_\_

MAILING ADDRESS OF SIGN CONTACT PERSON: \_\_\_\_\_

\_\_\_\_\_

**PART II. DESCRIPTION OF SIGN** (Check all that apply)

RELOCATE EXISTING SIGN  CHANGE SIGN COPY  NEW SIGN  REPLACEMENT SIGN

GROUND MOUNTED  WALL MOUNTED  ROOF MOUNTED  PROJECTING

OTHER TYPE OF BUILDING SIGN (Describe): \_\_\_\_\_

CONSTRUCTION MATERIAL:

WOOD  OTHER (Describe): \_\_\_\_\_

IS THIS SIGN TO BE LIGHTED?  NO  YES; (If yes, follow lighting plan instructions on reverse.)

**PART III. OWNER/CONTRACTOR INFORMATION**

PROPERTY OWNER'S NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

PROPERTY OWNER'S MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

CONTRACTOR'S MAILING ADDRESS: \_\_\_\_\_

SIGN INSTALLED BY \_\_\_\_\_

**PART IV. REQUIRED ATTACHMENTS FOR SIGN PERMIT APPLICATIONS**

The information and attachments requested as part of this application are the minimum necessary to determine if the proposed sign complies with the requirements of the Land Development Code (LDC). These attachments must contain sufficient specifications and detail so that any licensed sign contractor can use this information to construct, install and light, if applicable, the proposed sign. The City may require additional information, at any time, during the application process, to determine compliance with the requirements of the Land Development Code.

\_\_\_ **PROPERTY OWNER'S AUTHORIZATION**....A written statement from the property owner, including name, address and phone number, authorizing placement of the sign on the premises, and if applicable, designating an authorized representative.

\_\_\_ **SIGN CONTRACTORS 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 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 be illuminated, provide a detailed lighting plan including light fixture location I 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.

**OTHER INFORMATION INCLUDED WITH APPLICATION TO DEMONSTRATE COMPLIANCE WITH LAND DEVELOPMENT CODE SIGN REGULATIONS:**

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**\* \* \* \* \* 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. I agree to comply with all requirements of the Land Development Code Section I.E.18.SIGNS. **I understand it is unlawful to erect or alter a sign prior to a sign permit being issued.**

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SIGNATURE OF PROPERTY OWNER OR OWNER'S AUTHORIZED REPRESENTATIVE DATE