



SIGN PERMIT APPLICATION

DATE RECEIVED:

PERMIT NO.

City of Maitland
1776 Independence Lane
Maitland, Florida 32751
(P) 407-539-6248
(F) 407-539-6275

Temporary Signs (A-C, 1-4, 7, 8, 14)

- Freestanding Event Signs
- Freestanding
- Banner

Real Estate Signs (1.b, 2, 8)

- Professional Office
- Office Commercial

Permanent Signs (1-12, 14)

- Entry
- Freestanding
- Awning/Canopy
- Marquee
- Projecting
- Wall
- Suspended
- Restaurant Menu Display
- Motor Vehicle/ Service Station
- Illuminated Signs

Other: _____

A. Name of Event:

B. Address:

C. Posting Dates:

From: _____ To: _____

PERMIT FEE:

Will the sign be illuminated? ____ Yes ____ No

TO BE COMPLETED BY APPLICANTS:

JOB ADDRESS: _____

DESCRIPTION OF WORK: _____

CONSTRUCTION VALUATION: _____

1. BUSINESS TENANT:

Name: _____

Address: _____

Telephone: _____

(If the tenant is an entity other than an individual, list the contact person's name and contact information.)

2. PROPERTY *(upon which the sign is to be located)*

a. PARCEL IDENTIFICATION NUMBER: _____

b. SIGN ZONE or ZONING DISTRICT: _____

3. PERSON MAKING APPLICATION:

Name: _____

Address: _____

Telephone: _____ Email: _____

(If the applicant is anyone other than the property owner, the applicant shall provide notarized authorization from the property owner permitting the installation of the sign.)

4. PROPERTY OWNER:

Name: _____

Address: _____

Telephone: _____

(If the owner is an entity other than an individual, list the contact person's name and contact information.)

5. SIGN CONTRACTOR:

Business Name: _____

Address: _____

Telephone: _____

(If the sign contractor is an entity other than an individual, list the contact person's name.)

Qualifier Name: _____ License#: _____

6. ELECTRICAL CONTRACTOR:

Business Name: _____

Address: _____

Telephone: _____

(If the electrical contractor is an entity other than an individual, list the contact person's name.)

Qualifier Name: _____ License#: _____

7. LEGAL DESCRIPTION: _____

8. SKETCH of lot frontage on all public streets and rights-of-way.

9. SIGN LOCATION: Indicate in feet and inches the location of the sign in relation to property lines, public rights-of-way, easements, buildings and other signs on the property.

10. FREESTANDING SIGNS: Current boundary survey or site-plan drawn to scale showing the sign dimensions and elevation, sign height, dimensions of the sign's copy area and any illumination type, placement, intensity and hours of illumination.

11. THREE COPIES OF THE PLANS, SPECIFICATIONS, CALCULATIONS AND DETAILS, signed and sealed by an engineer or architect licensed in Florida, specifications documenting compliance with applicable provisions of the Florida Building Code. If the sign is illuminated, the sign company must provide a statement stating that the sign illumination does not exceed 300 foot candles.

12. NUMBER, TYPE, LOCATION AND SIGN COPY AREA AND HEIGHT OF ALL EXISTING SIGNS on the same premises.

13. LANDSCAPE PLAN, as applicable.

14. REAL ESTATE SIGNS applications must include the name, address, sign dimensions and location of the sign to be posted on the property. Real estate sign permits will be expedited.

15. SIGN PERMIT FEE.

Applicant's Signature

Date

Signature of Owner or Agent

Printed Name of Owner or Agent

STATE OF FLORIDA, COUNTY OF ORANGE,
Sworn to (or affirmed) and subscribed before me
this ____ day of ____, 2015.

Personally Known _____ or _____ Produced ID

Notary Public Signature _____

My Commission Expires:

Signature of Contractor

Printed Name of Contractor

STATE OF FLORIDA, COUNTY OF ORANGE,
Sworn to (or affirmed) and subscribed before me
this ____ day of ____, 2015.

Personally Known _____ or _____ Produced ID

Notary Public Signature _____

My Commission Expires:

SEC. 5-97. PERMIT APPLICATIONS.

A. Applications for a sign permit shall be made in writing upon forms furnished by the City. The applicant shall furnish the following information on or with the sign permit application form. City staff has the authority to require additional information on the form application that is not inconsistent with this Article.

1. Name, address and telephone number of the person making application for the permit. If the applicant is anyone other than the property owner, the applicant shall provide notarized authorization from the property owner permitting the installation of the sign.
2. Name, address and telephone number of the property owner. If the owner is an entity other than an individual, list the contact person's name and contact information.
3. Name, address and telephone number of the business tenant, if applicable. If the tenant is an entity other than an individual, list the contact person's name and contact information.
4. Name, address, telephone and license number of the contractor, if applicable. If the contractor is an entity other than an individual, list the contact person's name.
5. Address and legal description of the property upon which the sign is to be located and include a parcel identification number and zoning district. The legal address may be located on a certified boundary survey.
6. Lot frontage on all streets and public rights-of-way.
7. Indicate in feet and inches the location of the sign in relation to property lines, public rights-of-way, easements, buildings and other signs on the property.
8. Freestanding signs shall require a current boundary survey or site-plan drawn to scale showing the sign dimensions and elevation, sign height, dimensions of the sign's copy area and any illumination type, placement, intensity and hours of illumination.
9. Three copies of the plans, specifications, calculations and details, signed and sealed by an engineer or architect licensed in Florida, specifications documenting compliance with applicable provisions of the Florida Building Code. If the sign is illuminated, the sign company must provide a statement stating that the sign illumination does not exceed 300 foot candles.
10. Number, type, location and sign copy area and height of all existing signs on the same premises.
11. Landscape plan, as applicable.
12. Signature of applicant.
13. Real Estate signs applications must include the name, address, sign dimensions and location of the sign to be posted on the property. Real estate sign permits will be expedited.
14. Sign permit fee.

B. Unless a Master Sign Plan is required pursuant to Section 5-113, the Community Development Director or designee shall determine if the permit application complies with all applicable requirements of this Article and all other applicable laws, ordinances and regulations. If the Community Development Director or designee determines that the permit application complies with all applicable requirements of this Article and all other applicable laws, ordinances and regulations, the Community Development Director or designee shall issue a sign permit.

C. Any permit issued under this Article shall be void if no substantial physical action is taken in accordance with the sign permit, any permit conditions and the applicable requirements of this Article within 180 days following the date of its issuance.

D. Any sign permit issued pursuant to this Article shall remain in effect as long as the sign is maintained in compliance with the approved sign permit as well as all applicable provisions of this Article and the applicant did not misrepresent or falsify any information provided in the application.

E. Staff Review.

1. The sign permit application shall be reviewed by the Community Development Director or designee for a determination of whether the proposed sign meets the applicable requirements of this Article, all other applicable ordinances, Florida Building Code and any applicable zoning law. The review of the sign permit application shall be completed by the Community Development Director or designee within 10 business days following receipt of a completed application and any applicable fees after the date of receipt. A sign permit shall either be approved, approved with conditions (meaning legal conditions existing in this Article such as dimensional requirements), or disapproved, and the decision shall be reduced to writing. A disapproval shall include or be accompanied by a statement of the reason(s) for the disapproval. In the event that no decision is rendered within the period of time referenced herein the application shall be deemed denied and the applicant may appeal to the BZA. Any appeal shall be heard and a decision rendered within the time frames specified in this Article for appeals.
2. For the purposes of calculating compliance with the 10 business day deadline herein, for a decision upon an application, the decision shall be deemed made when deposited in the mail, transmitted electronically, or hand delivered to the applicant.
3. An application which is materially incomplete or which is not accompanied by the required fee shall not be deemed accepted, and the time for review of the application shall not commence until a complete application accompanied by the required fee is filed with the Community Development Director or designee. However, the Community Development Director or designee shall keep a record of incomplete applications or any application not accompanied by the correct fee, as required by applicable public record laws. In addition, the Community Development Director or designee shall within 10 business days of receipt of such an application, provide the applicant a written explanation of the deficiencies and ask that the deficiencies be remedied, explaining that the application cannot proceed forward and that the application will be deemed withdrawn if the deficiencies are not cured within sixty calendar days.
4. As exceptions to the foregoing, the 10 business day deadline for approval shall not apply (that is, the time shall be suspended) for the following:
 - a. If the applicant is required to make any change to the application in order to obtain an unconditional approval, the time shall be suspended while the applicant makes such change.
 - b. If an applicant is required to obtain an approval from any other governmental agency, the time shall be suspended until such approval is obtained.
 - c. In any of the foregoing cases, the applicant may elect in writing to make no change to the application or obtain no approval that may be required by another governmental agency. In such event, the Community Development Director or designee shall make a decision on the application as submitted. In this instance, if a decision is not made within 10 business days of receipt of the applicant's election to not change the application or obtain any approval that may be required by another governmental agency, the application shall be deemed denied.

F. Administrative Variance Process.

The Community Development Director, or his/her designee, may grant an administrative variance of up to ten (10) percent of sign copy area, height and or setback distance in the case of unusual on-site or off-site conditions, visibility limitations, and/or abnormal sign shape or dimension. Prior to approving an administrative variance, the Community Development Director shall be satisfied that the color, design and character of the proposed signage is aesthetically complimentary to the building and surrounding environment.