



Town of Ponce Inlet
 Planning & Development Dept.
 4300 S. Atlantic Avenue
 Ponce Inlet, FL 32127
 386-236-2181 (voice)
 386-322-6717 (fax)

SIGN PERMIT APPLICATION
Pursuant to Article V, Section 5.6.10 of the
Land Use and Development Code

Submittal Receipt # and Date: _____

Application #: _____

FEE PAID: _____

Authority to approve signs is given to the Director of Planning & Development pursuant to Section 5.6.10 of the Land Use and Development Code.

Please Note: Failure to *fully complete* all the applicable items will result in the application being deemed incomplete and no further action will be taken.

SECTION 1: PROPERTY INFORMATION

Property Address:			
Tax Parcel Number(s)			
Legal Description			

SECTION 2: PROPERTY OWNER INFORMATION

Owner's Name		Mailing Address	
Phone Number		Fax	
Email			
Proof of Ownership Provided:			

SECTION 1: APPLICANT/AGENT INFORMATION (if not property owner)

Applicant Name		Mailing Address	
Phone		Fax	
Agent Name/Title		Mailing Address	
Phone		Fax	

Owner's authorization for agent to apply attached: Yes No

SECTION 2: SIGN DESCRIPTION

Please provide a description of the proposed sign, including:

Type of Sign (i.e. building, monument, advertising): _____

Dimensions of Sign Face: _____

Total Sign Area (including supports): _____

Sign Wording: _____

Location of Sign (provide copies of a survey or site plan with location marked): _____

NOTE: If sign is proposed to be on town-owned property, please attach a letter explaining the request.

SECTION 5: APPLICATION PROCEDURE

Pursuant to Section 5.6.10.C. *Administration and permitting*:

“1. No signs shall be permitted within the town limits except as provided herein. No person shall place, erect, construct, and cause to erect, or otherwise maintain any sign or signs, except the exceptions listed below, without procuring all necessary permits and/or licenses. All signs and permits shall comply with the provisions of this code and any other applicable law, ordinance, or statute. Permit applications, at a minimum, shall include five sign elevations which depict the scale, copy, dimensions, colors and elevations from the aggregate grade. Color chips or samples shall also be submitted. Additionally, five site plans showing the location of the sign in relationship to the lot lines and buildings onsite shall be submitted.”

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant or Agent

Date

STATE OF FLORIDA
COUNTY OF VOLUSIA

Affirmed and subscribed before me this _____ day of _____, 20____ by
_____, who is personally known to me or who has produced
_____ (type of ID) as identification.

Notary Public

My commission expires: