

City of Minneola, Florida

800 N. U.S. Hwy 27
Minneola, FL 34715

Phone: (352) 394-3598, ext. 220
Fax (352) 394-5278

Sign Permit Application

The fee as established in Chapter 118, Sign Regulations, of the City of Minneola Land Development Regulations. \$20.00 Zoning and Clearance Fee

Address Location of Sign: _____

Business Name: _____

Length of Building: _____ **Height of Building:** _____

Owner: _____ **Phone:** _____

Address: _____

Builder/Installer: _____ **Phone:** _____

Address: _____

Property Zoned: _____

Type of Sign: _____

Number of Signs: _____ **Number of sign faces:** _____

Location of Sign(s): _____

Proposed Sign Dimensions: Height: _____ **Depth:** _____

Length: _____ **Maximum height from ground level:** _____

Sign Setbacks: Front: _____ **Side:** _____ **Rear:** _____

Comments: _____

Applicant Signature: _____ **Date:** _____

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**City of Minneola approval issued by:**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*See reverse side for submittal requirements and information*

## Sign Permit Submittal Requirements Check List:

\_\_\_\_\_ (2) Copies of property record card for subject property.

\_\_\_\_\_ (3) Copies of a scaled plot plan indicating:

- The proposed sign location,
- Setbacks indicated,
- Monument signs must be shown in measurements to be out of the sight triangle of any roadway.

\_\_\_\_\_ (3) Drawings to scale of the proposed sign as they will appear when constructed, the construction details, and how the sign will be affixed/secured.

### **Note:**

All signs must have a Building Permit before commencement of any sign construction. Separate application forms and fees apply. These forms must accompany the Sign Permit Application at time of submittal to the Planning & Zoning Department.

**Note: In accordance with the fee schedule of The City of Minneola, additional fees may be charged for advertising and/or actual costs of engineering application review if it is necessary to appear before A Review Committee. The fees must be paid within 30 calendar days of receipt of the City invoice.**