



**City of Minneola**  
**Planning Department**  
800 N Highway 27, Minneola, FL 34715  
(352) 394 – 3598 x172

**Sign Permit Application**

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: \_\_\_\_\_

Applicants E-Mail Address: \_\_\_\_\_

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

## City of Minneola Sign Permit Application Cont.

City of Minneola approval issued by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions: \_\_\_\_\_

Rec'd	Requirement
	(2) copies of property record card
	(3) copies of scaled plot plan/survey indicating: Sign location Setbacks 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.
	Permit fee \$25 - \$50 cash/check

Please note:

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.

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.

Regarding Window Signs:

“For parcels that are in nonresidential use and not located on U.S. Highway 27 or a road with a speed limit of 45 mph or higher, window sign(s) may cover up to 25 percent of each window having road, street, or highway frontage provided that such window sign(s) shall not exceed an aggregate of 24 square feet in sign area. The permit fee for window signs on nonresidential properties not located on U.S. Highway 27 or roads with speed limits of 45 mph or higher shall be waived. “

“For parcels that are in nonresidential use and located on U.S. Highway 27 or other roads with speed limits of 45 mph or higher, window sign(s) may cover up to 50 percent in aggregate of all windows having road, street, or highway frontage. In the event the window sign(s) cover 25 percent or less of each window having road, street, or highway frontage, the permit fee shall be waived. If, however, the window sign(s) cover over 25 percent of any individual window having road, street, or highway frontage, the permit fee shall be imposed. “

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