

City of Minneola, Florida

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

Phone: (352) 394-3598, ext. 2503
Fax (352) 394-5278

Sign Permit Application

Permit Fee \$25-\$50 – See reverse for submittal requirements and information

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 _____

~~~~~  
*City of Minneola approval issued by:*

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

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

## City of Minneola

### 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:**

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.**