

SIGN PERMIT APPLICATION

TOWN OF LONGBOAT KEY PLANNING, ZONING AND BUILDING DEPARTMENT

501 Bay Isles Road
Longboat Key, FL 34228
Phone: 941-316-1966 FAX: 941-316-1970

OFFICE USE ONLY

PERMIT #: _____

Fees Due: \$ _____

Receipt #: _____

All signs placed and installed within the Town of Longboat Key shall be in compliance with Chapter 156 *Signs* of the Town of Longboat Key Code of Ordinance. Please refer to the code for specific standards, prohibitions, and permitting regulations.

Site Address: _____ Unit #: _____

County: MANATEE SARASOTA Lot(s) #: _____ Parcel #: _____

Business Name (if applicable): _____

Name of Tenant (if applicable): _____

Applicant:

Name: _____ Phone: _____

Company Name: _____ Fax: _____

Street: _____ Other: _____

City: _____ State: _____ Zip: _____

Sign Contractor:

Name: _____ Phone: _____

Company Name: _____ Fax: _____

Street: _____ Other: _____

City: _____ State: _____ Zip: _____

Property Owner:

Name: _____ Phone: _____

Company Name: _____ Fax: _____

Street: _____ Other: _____

City: _____ State: _____ Zip: _____

TYPE OF SIGN PERMIT:

New Sign

Change to Existing Sign

Temporary Sign

- Special Event
- Real Estate, For Sale or For Lease
- Open House
- Future Project
- Contractor sign BP# _____
- Yard, Garage and Household Sale
Date of sale _____

Permanent Sign

- Free Standing
- Wall
- Overhang or Covered Walkway
- Directory
- Changeable Copy
- Illuminated: Internal
Exterior
None

Off-Premises Sign: Yes If yes, written consent from property owner required.
No

For Office Use Only

Inspections Required Foundation Structural Electrical Location

Applicant Agreement and Acknowledgement:

Applicant agrees to indemnify and hold harmless the Town for any and all liability, expenses, loss, or damage, including reasonable attorneys fees and costs, which may result from any claim, demand, action, or judgment against the Town arising from 1) failure of the Applicant, or those acting at the direction of or on behalf of the Applicant, to conform to the ordinances of the Town of Longboat Key, Florida; or 2) installation or maintenance of the sign, for which this application is made, by the Applicant or those acting at the direction or on behalf of the Applicant.

I, _____, the applicant, acknowledge that I have read the provisions of the Town's Sign Code (Chapter 156) including, but not limited to, Placement Standards of Signs. Applicant assumes all responsibility for violations of the Sign Code. Signs placed in violation of the Placement Standards are subject to immediate removal and disposition by the Town without further notice.

I have the written consent of the real property owner which is required:

Yes

No , if no, then the property owner must sign this application as provided below

Signature of the Applicant: _____ Date: _____

Property Owner Authorization:

I, _____, the real property owner of the above referenced property, hereby authorize _____ to act on my behalf to apply for and obtain a sign permit in accordance with the provisions of the Town of Longboat Key Sign Code.

Signature of Property Owner: _____ Date: _____

TYPE OF SIGN PERMIT

A sign permit can be issued for either 1) the installation of a new sign, or 2) making a change to an existing sign. As per Resolution 95-18, "Change to an Existing Sign" shall be defined as any modification to a sign which was legally permitted as of September 30, 1995, which does not change the sign's location, modify its structure or expand its existing size. All sign applications which are not a "Change to an Existing Sign" shall be considered a new sign.

SIGN PERMIT APPLICATION

- 1) Who Must Apply: For all signs not specifically exempted or prohibited, the real property owner or his authorized agent shall submit an application on forms furnished by the town, together with applicable fees. If the applicant is not the owner, then written consent of the real property owner is required.
- (2) The Application: Each application shall contain an agreement to indemnify and hold the town harmless for all damages, demands, or expenses caused by the sign or sign structure. The application shall be filed in triplicate and may require the following information, depending upon the type of sign requested:
 - (a) The name, address and telephone number of the real property owner, lessee (if applicable) and sign contractor (if applicable). If the applicant is not the owner, then written consent of the real property owner is required;
 - (b) The legal description, boundary survey, parcel identification number, and the street address of the property upon which the sign is to be placed;
 - (c) Plot plans, site plans or survey showing the location(s) of the existing and/or proposed sign(s), building, parking, streets, driveways, rights-of-way, easements, property lines, overhead utilities and applicable intersection visibility standards;
 - (d) Drawings or photographs of the proposed sign and sign structure including footings, dimensions, height, setbacks, clearances, spacing, size of sign face, percentage of sign face illuminated, sign area, colors, elevation of building walls (if applicable) and existing signs;
 - (e) Drawings shall reflect all required electrical information in accordance with the Town's Electrical Code;
 - (f) For all permanent signs, certification by an engineer registered in the State of Florida of the plans and specifications. Engineering specifications shall include stress diagrams and calculations showing that the structure is designed for deadload and wind pressure in any direction in the amount required by the Standard Building Code and this chapter;
 - (g) For all off-premises signs, including open house signs, written permission from the property owner for which the off-premises sign is to be placed.