



City of LaBelle  
 \_\_\_\_\_  
 Sign Permit Application

Type of Sign:

- Freestanding
- Ground Mounted
- Temporary
- Directional
- Marquee/Awning/Canopy
- Projecting
- Other \_\_\_\_\_

For Office Use:

- Application Accepted By: \_\_\_\_\_
- Sign Permit #: \_\_\_\_\_
- Sign Tag #: \_\_\_\_\_
- Issuance Date: \_\_\_\_\_
- Expiration Date : \_\_\_\_\_  
(if applicable)
- Permit Fee: \_\_\_\_\_
- Contract Cost: \_\_\_\_\_

<b>LOCATION OF SIGN</b>				
Address:		_____		
<b>APPLICANT INFORMATION</b>				
Name:	_____		Phone:	_____
Address:		_____		
City:	_____	State:	__	Zip Code: _____
Contact Person:	_____		Phone:	_____
Sign Installer:	_____		License No:	_____
Installer Address:	_____		Phone:	_____
City:	_____	State:	__	Zip Code: _____

SIGN INFORMATION				
Message:				
Dimensions:				
	Length:	Feet _____	Inches _____	
	Width:	Feet _____	Inches _____	
Sign Area:	Square Feet:	_____	Height:	____ft. ____in.
Number of Faces:	_____			
Building Frontage on Applicable Street:		_____ ft. _____ in.		
Total Area of All Signs Currently on Premises and Buildings per Applicable Street Frontage:		_____ Sq. Ft.		
Total Area of All Signs Proposed Applicable Street Frontage:		_____ Sq. Ft.		
Grand Total of All Signs, Existing and Proposed:		_____ Sq. Ft.		

**TO BE READ AND SIGNED BY THE APPLICANT:**

Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of this application. A condition for the issuance of this permit is that the proposed construction will comply at all times with the plans as approved by all applicable government agencies.

I hereby declare and affirm, under the penalty of perjury, that all matters and facts set forth in this sign permit application are true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

If applicant is other than property owner, authorized agent must complete the attached affidavit.

**AFFIDAVIT**

I, \_\_\_\_\_ certify that I am the owner or authorized representative of the property described herein, and that all answers to the questions in this application and any sketches, data or other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief.

**KNOW ALL MEN THAT I, \_\_\_\_\_, do hereby constitute and appoint \_\_\_\_\_, to execute the foregoing instrument in my name, place and stead this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.**

\_\_\_\_\_  
Date: \_\_\_\_\_  
Signature of owner or authorized agent

\_\_\_\_\_  
Print or type name of person signing above

\_\_\_\_\_  
Name of owner/agent

\_\_\_\_\_  
Representative capacity of person signing Affidavit:

STATE OF FLORIDA    )  
                                  )  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print or type name

My Commission Expires: \_\_\_\_\_

City of LaBelle

# Sign Permit Application Checklist of Required Application Materials

## SITE PLAN CHECKLIST

- Lot lines and/or property lines clearly indicated with lot/property dimensions
- Streets labeled, north arrow
- Dimensions of easements
- Show all existing structures with dimensions
- Show all driveways
- Show all existing signage, including locations on buildings. Include their setback from the property line and indicate whether they are proposed to remain or be removed
- Show locations of all proposed signage and their setback from property line
- If more than one free standing sign is existing or proposed to be located along a single street frontage, indicate the separation distance between signs
- If the proposed signage is part of a master sign program, all existing signage and proposed future allocation shall be provided
- Delineate all visibility triangles (see Section 4-85.2)

## ELEVATION AND INSTALLATION PLAN CHECKLIST

### ELEVATION DRAWING

- Overall height of sign structure
- Individual dimensions of sign cabinets/cans
- Dimension of spacing between cans
- Dimension of clearance from lowest can to ground
- Proposed lettering and graphics of signage
- Proposed colors
- For a wall sign, indicate all walls where signage is proposed and/or exists and placement of signage

### INSTALLATION PLAN

- If signage is not flush mounted, drawings must be sealed by a state certified architect or engineer (installation design must meet Wind Load as per the Florida Building Code and applicable Fire Codes)
- Complete mounting details and specifications

- Listing and Labeling as per NEC requirements
- Information regarding electrical, wiring and illumination
- If signage includes lighting, a signed certification from the sign manufacturer declaring the illumination meets the limits of the City of LaBelle sign code [Appendix B, Section 4-81.15(D)].

## OTHER REQUIRED INFORMATION

- Notarized affidavit from Property Owner, if applicable
- Completed permit application
- If a proposed sign is located within 10 feet of a utility line, a Letter of No Objection from the appropriate utility is required
- Copies of any special approvals/variances received relating to project signage
- One plan review fee for each project/address submitted at one time
- Additional information may be required depending upon the specific project
- All proposed building signage may be submitted on one permit application