

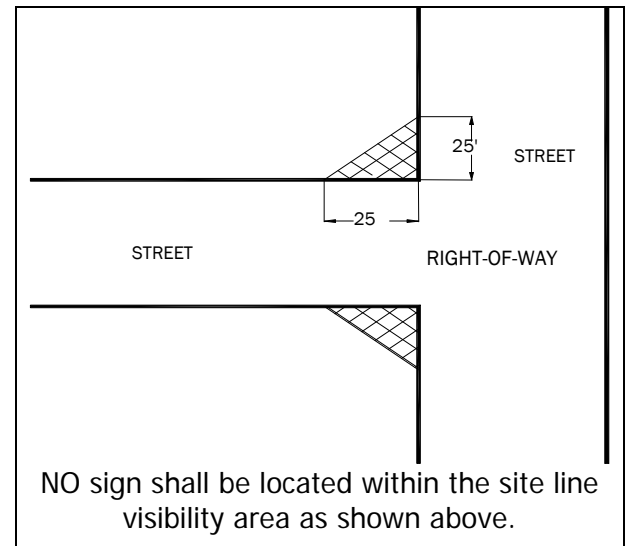
City of Longwood

Sign Permit Application Information Sheet

Full sign requirements can be found in Article VI of the Longwood Development Code.

- A building permit is required for all signs installed or placed within the City of Longwood, unless specifically exempt within the Longwood Development Code (LDC)
- ALL signs are to be installed a minimum of five (5) feet from the right of way. In addition, temporary portable trailer signs must also be a minimum of ten (10) feet from side property lines
- NO signs shall be greater than fifteen (15) feet in height provided visibility ensures no obstruction for passing traffic, per LDC 6.4.3.B.

- NO sign shall be placed in a required parking space
- NO flashing signs are allowed
- WHERE two (2) signs are placed back to back (V-shape), no point of the signboards can be more than two (2) feet apart, to be considered one (1) sign
- IT is the responsibility of the owner/contractor to assure that the sign is constructed or placed on the subject property and in accordance with the required setbacks



- BUILDING signs and one (1) monument sign per parcel, calculated at a total of one (1) square foot in sign area for each linear foot of addressed building frontage shall be allowed up to a maximum of one hundred (100) square feet in Commercial, Industrial, and Mixed Used Land Use Districts with an approved building permit, per LDC 6.4.3.B.1.
- SIGNS improperly installed are subject to removal and / or Code Enforcement action. Please note that a variance cannot be granted to signs placed improperly without a permit.
- TEMPORARY signs have a maximum size of thirty-two (32) square feet
- TEMPORARY signs are allowed for a maximum of 30 days with a minimum of 90 days between temporary sign permits
- NO temporary sign shall be within two-hundred (200) feet of another temporary sign on the same side of the street, per LDC 6.6.2.A

This information has been provided to you by the City of Longwood Community Development Division. If you have any questions please call (407) 260-3462.

The Longwood Development Code & Historic District Code Book can also be found on the City's website, www.longwoodfl.org. Sign regulations found in the Historic District Code Book override regulations in the Longwood Development Code.

CITY OF LONGWOOD SIGN PERMIT APPLICATION

Community Development Services Department

174 W. Church Avenue Longwood, FL 32750

Permit # _____

Project Name: _____ Project BTR. #: _____

Project Address: _____ Parcel ID#: _____

Property Owner Name: _____

Address: _____ City/State: _____

Phone #: _____ Fax #: _____ E-Mail _____

Contractor Name: _____ License #: _____

Address: _____ City/State: _____

Phone #: _____ Fax #: _____ E-Mail _____

Electrical Contractor: _____ License #: _____

Address: _____ City/State: _____

Phone #: _____ Fax #: _____ E-Mail _____

Temporary Sign			Historic District			Permanent Sign		
Sign Type	Sign Type	SF	Sign Type	Sign Type	SF	Sign Type	Sign Type	SF
	Portable Sign <i>(Max. 32 SF)</i>		Mixed-Use				Awning Sign	
	Ground Sign <i>(Max. 32 SF, Max. Height 15')</i>			Ground Sign <i>(1 per lot, Max. 16 SF, Max Height 10')</i>			Electronic Message Center	
	Flags <i>(Max. 4 National Flags Per Parcel)</i>			Building Mounted Sign <i>(Max. 6 SF on decorative bracket or hanging sign)</i>			Subdivision	
	Banner <i>(Max. 32 SF)</i>			Wall Sign <i>(1 SF of wall sign for each lineal foot of addressed frontage at 1 per street frontage per business; up to 75 SF)</i>			Billboard	
Dates Requested: Please indicate below which dates sign will be displayed, for a maximum of 30 days.			Storefront				Monument Sign <i>(Max. height – 15 ft.)</i>	
				Building Mounted Sign <i>(Max. 16 sq. ft. on decorative - bracket or hanging sign; 1 per bldg. frontage allowed)</i>			Wall Sign	
				Ground Sign <i>(Max. 16 sq. ft. / Max. ht. 10ft.)</i>				
Lineal Feet of Addressed Building Frontage This is the length of the building frontage (not site frontage) and is used in determining the amount of allowable signage.		SF	Existing Signage This is the total amount of signage presently on site, prior to this sign application.		SF	Total Square Feet of Signage This is the total amount of existing and proposed signage proposed on the property.		SF

SUBMITTAL REQUIREMENTS CHECKLIST (Please review and check all before submittal):

- Two (2) Site plan or survey showing scaled location of signs in relation to the street and building on the property. Site plan shall indicate location of the sign. **(Only needed for temporary signs if ground sign.)**
- Two (2) Sign elevation drawings showing minimum distance from bottom of sign to ground, dimensions of sign and design of sign as it relates to the building(s) on property, as well as any necessary structural information to describe sign placement or attachment.
- If applicable, information regarding how the sign lighting, the intensity of the lighting and any off site glare that will occur.
- Sign material, square footage of proposed signage, colors and materials indicated on plans. **Permanent signs require sealed plans.**
- A letter with the notarized signature of the property owner must be submitted to apply for a permanent/temporary permit.
- City business tax receipt or documentation indicating license is pending and/or approved.
- Contractor must submit or have on file a current copy of business tax receipt and Certificate of Insurance made out to the City of Longwood showing worker's compensation coverage or exemption.
- Completed application shall be submitted to the Building Division at 174 W. Church Ave.
- Job Cost \$ _____.

I hereby certify that I have read this application and that all information contained herein is true and correct. I agree to comply with all City Ordinances and Building Codes. I am the owner or authorized agent of the owner or contractor described herein.

Print: _____

Date: _____

Signature: _____

Date: _____

Department Approvals

Community Development	Approved by: _____ Date: _____
Engineering	Approved by: _____ Date: _____
Fire	Approved by: _____ Date: _____
Building Official	Approved by: _____ Date: _____

Correspondence

DATE	COMMENTS	INITIALS