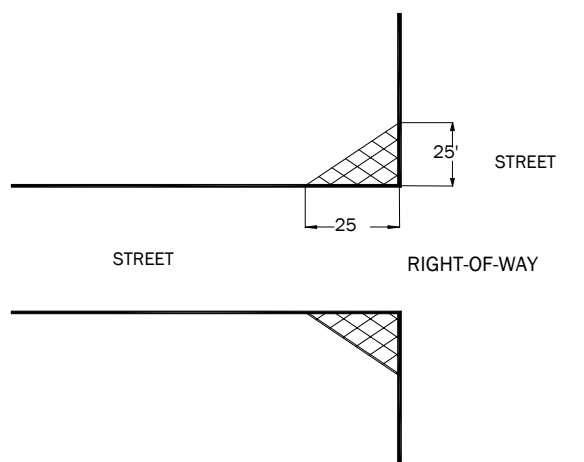


CITY OF LONGWOOD

Community Development Division, Department of Community Services
174 West Church Avenue, Longwood, FL 32750

General Sign Requirements per 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.3
- NO sign shall be located within the site line visibility area, see the example below:



- 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
- 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

ANY special sign regulations adopted, as part of the Historic Land Use District regulations, may override any regulations in the Longwood Development Code

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.
Please note the Longwood City Commission adopted new sign regulations at the December 3, 2007 City Commission meeting under Ordinance NO. 07-1826 (The amended sign code can be found on the City's website at www.longwoodfl.org)
The Longwood Development Code & Historic District Code Book can also be found on the City's website.

CITY OF LONGWOOD
Community Development Division, Department of Community Services
 174 W. Church Avenue Longwood, FL 32750

SIGN PERMIT APPLICATION

PERMIT # _____

Project Name: _____ **Occ. Lic. #:** _____

Project Address: _____ **Parcel ID#:** _____

Property Owner Name: _____

Address: _____

City/State: _____ Phone #: _____

Contractor Name: _____

Address: _____

City/State: _____

Phone #: _____ License #: _____

Electrical Contractor: _____

Address: _____

City/State: _____

Phone #: _____ License #: _____

TYPE OF SIGN

Temporary	*Historic District	Permanent
___ Portable Sign (max. 32 sq. ft.)	Mixed Used	___ Awning Sign ___SF
___ Ground Sign (max. 32 sq. ft.) (Max. ht. for ground / portable signs 15ft.)	___ Ground Sign (1 per lot) ___SF (Max. 16 sq. ft. / Max. ht. 10 ft.)	___ Marquee / Electronic Msg. Cntr. (Max. 24 sq. ft.) ___SF
___ Inflatable Balloons	___ Bldg. mounted sign ___SF	___ Subdivision ___SF
___ Banner (max. 32 sq. ft.)	(Max. 6 sq. ft. on decorative - bracket or hanging sign)	___ Monument Sign (Max. ht. 15ft.) ___SF
___ Flags (Max. 4 National Flags/Parcel)	Store Front	___ Wall Sign ___SF
___ Number of Days Requested (30 days max)	___ Wall Sign ___SF (1 sq. ft. of wall sign for each lineal foot of establishment frontage at 1 per street frontage per business; up to 75 sq. ft.)	___ Billboard ___SF
	___ Bldg. mounted sign ___SF (Max. 16 sq. ft. on decorative - bracket or hanging sign; 1 per bldg. frontage allowed)	
	___ Ground Sign ___SF (Max. 16 sq. ft. / Max. ht. 10ft.)	

SUBMITTAL REQUIREMENTS:

- 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.
- If applicable, information regarding how the sign is to be lighted, the intensity of the lighting and any off site glare that will occur.
- Type of material of which the signs will be composed.
- A letter with the notarized signature of the property owner must be submitted to apply for a permanent/temporary permit.
- City occupational license (local business tax receipt) or documentation indicating license is pending and/or approved.
- Lineal footage of addressed building frontage = _____ ft. For permanent signs this is your total square footage of allowable signage (both ground and wall signs) which is allowed to go up to no more than 100 sq. ft. See Longwood Development Code (LDC), Article 6, Section 6.4.3.B.1.
- Contractor must submit current copy of Occupational License (local business tax receipt) and Certificate of Insurance made out to the City of Longwood showing worker's compensation coverage or exemption. If contractor is already registered with the City, they need to make sure that license and worker's compensation are up to date.
- Completed application shall be submitted to the Building Division at 174 W. Church Ave.
- Total Square Footage of ALL signage, (includes existing and proposed):** _____ **SF**
- 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: _____

Community Development Division

Building Division

Reviewed By _____ Date Reviewed _____

Reviewed By _____ Date Reviewed _____

Approved _____ Denied _____

Approved _____ Denied _____

Comments:

Comments: