



DATE _____

PROJECT ADDRESS _____

PARCEL ID NUMBER _____

LEGAL DISCRPTION _____

OWNER'S NAME _____

COMPANY NAME _____

CONTRACTOR'S NAME _____

ADDRESS _____

TELEPHONE # _____ CELL # _____

LICENSE NUMBER _____

DESCRIPTION OF WORK _____

JOB COST \$ _____

Contractor's/Owner's Affidavit

I hereby certify that the information contained in this Application is true and correct and that all work will be done in compliance with all applicable laws regulation construction and zoning. Application is hereby made to obtain a permit to do the work and installations as indicated. I hereby certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for electrical work, plumbing, signs, roofing, pools, furnaces, boilers, heaters, tanks, and air conditioners, etc.

Signature of Owner or Agent

Signature of Contractor

Date

Date

Notary as to Owner or Agent
(Stamp)

Notary as to Contractor
(Stamp)

Application approved by _____ Authorized Agent

DON'T FORGET TO CALL FOR YOUR INSPECTIONS!



DEPARTMENT OF DEVELOPMENT & PLANNING

817 Ohio Avenue - Lynn Haven, FL 32444

(850) 248-0506

SIGN APPLICATION

**THIS APPLICATION WILL NOT BE PROCESSED UNTIL FULL PAYMENT IS RECEIVED.
PAYMENTS CAN BE MADE WITH CHECK OR CREDIT CARD.**

Application Information

Property Owner:	
Agent/Contact (if different):	
Business/Project Name	
Telephone Number:	
Sign Action:	<input type="checkbox"/> Erect <input type="checkbox"/> Alter <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Change out sign face only, no change to cabinet or structure
Location:	
Bay County Parcel Number(s)	
Existing uses on the site:	
Future Land Use Map category:	
Is the property in the Community Redevelopment Area?	

Existing Signs

Sign Type	Number of Signs	Sq. Ft. of Signs	Sign Height	Façade Area for Building Signs or ROW Frontage for Ground
Temporary			10'	
Ground			10'	Road: ROW Frontage:
Building				
North			10'	Façade Area:
South			10'	Façade Area:
East			10'	Façade Area:
West			10'	Façade Area:
Residential Entrance			10'	

Proposed Signs

Sign Type	Number of Signs	Sq. Ft. of Signs	Sign Height	Façade Area for Building Signs or ROW Frontage for Ground
Temporary			10'	
Ground			10'	Road: ROW Frontage:
Building				
North			10'	Façade Area:
South			10'	Façade Area:
East			10'	Façade Area:
West			10'	Façade Area:
Residential Entrance			10'	

Certification and Authorization

I do hereby authorize City staff to enter my property for the purpose of site inspection

I have read and understand the attached information concerning this application.

Owner's Signature ¹

Date

Owner's Name (type or print)

Title and Company (if applicable)

Applicant's Signature, if not owner

Date

Applicant's Name (type or print)

Title and Company (if applicable)

¹ A notarized agent authorization is required if the applicant is not the owner and the owner is allowing the applicant to act on his behalf.

Please attach:

- Required Fee
- For ground signs need a survey with to scale depiction of clear visibility triangle, sign location, and any other measurement needed to prove compliance with Section 5.03.00 of the ULDC
- For building signs need rendering with façade measurements
- Location Map
- Deed

5.03.00 SIGNS

5.03.01 Generally

- A. It is the intent of this section to establish requirements for the placement, installation, and maintenance of signs, in order to preserve and protect the health, safety, welfare, and general well-being of the community's citizens. Sign requirements are intended to:
 1. Protect motorists from visual distractions, obstructions, and driving hazards; and
 2. Protect and enhance the aesthetic and visual qualities of the physical environment by requiring that signage be designed as an integral part of the site and principal structure.
- B. Signs shall contain no message that is harmful to minors.
- C. Signs and sign structures shall meet the requirements of the building and electrical codes adopted by the City.

5.03.02 Exempt Signs

The following signs are exempt from the sign regulations in this section:

- A. Legal notices and official instruments.
- B. Holiday lights and decorations.
- C. Religious displays.
- D. Signs designed or located so as to be invisible from any street or adjoining property.
- E. Signs necessary to promote health, safety, and welfare, and other regulatory, statutory, traffic control, or direction signs erected on public property.
- F. Public warning signs to indicate the dangers of trespassing, swimming, animals, or similar hazards.
- G. Signs carried by a person.

5.03.03 Provisionally Exempt Signs

The following signs are exempt from the requirement that a permit be obtained, provided that the sign is placed and constructed according to the standards in Table 5.03.03.

Table 5.03.03. Standards for Provisionally Exempt Signs.

Type of Sign	Standards
Decorative flags and bunting	<ul style="list-style-type: none"> ▪ Limited to a celebration, convention, or commemoration of significance to the entire community. ▪ Limited to a time period authorized by the City Manager.
Identification signs	<ul style="list-style-type: none"> ▪ Two (2) sq.ft. or less in area. ▪ No individual letters, symbols, logos, or designs in excess of two (2) inches in vertical or horizontal dimension.

Memorial signs or tablets, and names of buildings and dates of erection	<ul style="list-style-type: none"> ▪ Shall be cut into any masonry surface on the building, or ▪ Shall be constructed of bronze or other noncombustible materials and attached to the surface of a building.
Merchandise displays	<ul style="list-style-type: none"> ▪ Shall be located behind storefront windows. ▪ Shall contain no moving parts and no flashing lights.
Signs incorporated into machinery or equipment by a manufacturer or distributor	<ul style="list-style-type: none"> ▪ Only permissible when the sign identifies or advertises only the product or service dispensed by <u>the machine or equipment.</u>
Vehicle signs	<ul style="list-style-type: none"> ▪ Limited to vehicle bumpers.
Works of art that do not constitute advertising	<ul style="list-style-type: none"> ▪ Limited to murals, statues, paintings, designs, or other decorative features or structures designed to attract attention, but that contain no names of occupants, business, or product identification, trademark, logo, address, or other commercial message

5.03.04 Prohibited Signs

A. The following signs are expressly prohibited:

1. Signs that are in violation of the building code or electrical code adopted by the City.
2. Any sign that does or will constitute a safety hazard.
3. Any sign mounted on a roof top or portion of a roof.
4. Blank temporary signs.
5. Signs with visible moving, revolving, or rotating parts or visible mechanical movement of any description or other apparent visible movement achieved by electrical, electronic, or mechanical means, except for traditional barber poles.
6. Signs with the optical illusion of movement by means of a design that presents a pattern capable of giving the illusion of motion or changing of copy.
7. Signs with lights or illuminations that flash, move, rotate, scintillate, blink, flicker, or vary in intensity or color except for time-temperature-date signs.
8. Strings of light bulbs used on commercially developed parcels for commercial purposes, other than traditional holiday decorations.
9. Signs, commonly referred to as wind signs, consisting of one or more banners, flags, pennants, ribbons, spinners, streamers or captive balloons, or other objects or material fastened in such a manner as to move upon being subjected to pressure by wind
10. Signs that incorporate projected images, emit any sound that is intended to attract attention, or involve the use of live animals.
11. Signs that emit audible sound, odor, or visible matter such as smoke or steam.
12. Signs or sign structures that interfere in any way with free use of any fire escape, emergency exit, or standpipe, or that obstruct any window

to such an extent that light or ventilation is reduced to a point below that required by any provision of this section or other ordinance of the City.

13. Signs that resemble any official sign or marker erected by any governmental agency, or that by reason of position, shape or color, would conflict with the proper functioning of any traffic or signal or be of a size, location, movement, content, color, or illumination that may be reasonably confused with or construed as, or conceal, a traffic control device.
 14. Signs that obstruct the vision of pedestrians, cyclists, or motorists traveling on or entering public streets. Nothing shall obstruct visibility at intersections as defined in Section 6.05.04.
 15. Nongovernmental signs designed to resemble governmental signs that use the words "stop," "look," "danger," "caution," "yield," or any similar word, phrase, or symbol.
 16. Signs within ten (10) feet of public right-of-way or within 100 feet of traffic control lights, that contain red or green lights that might be confused with traffic control lights.
 17. Signs that are of such intensity or brilliance as to cause glare or impair the vision of any motorist, cyclist, or pedestrian using or entering a public way, or that are a hazard or a nuisance to occupants of any property because of glare or other characteristics.
 18. Signs that contain any lighting or control mechanism that causes unreasonable interference with radio, television or other communication signals.
 19. Searchlights used to advertise or promote a business or to attract customers to a property.
 20. Signs that are painted, pasted, or printed on any curbstone, flagstone, pavement, or any portion of any sidewalk or street, except house numbers and traffic control signs.
 21. Signs placed upon benches, bus shelters or waste receptacles, except as may be authorized in writing pursuant to Section 337.407, *F.S.*, or as authorized by the City Manager.
 22. Signs erected on public property, or on private property, such as private utility poles, located on public property, other than signs erected by public authority for public purposes.
 23. Signs erected over or across any public street except as may otherwise be expressly authorized by this section, and except governmental signs erected by or on the order of the City Manager.
- B. Certain vehicle signs are prohibited as described below:
1. Vehicles signs which have a total sign area in excess of ten (10) square feet and meeting the following locations:
 - a. When the vehicle is parked for more than sixty (60) consecutive minutes within 100 feet of any street right-of-way; and

- b. When the vehicle is visible from the street right-of-way that the vehicle is within 100 feet of.
- 2. When the vehicle is not regularly used in the conduct of the business advertised on the vehicle, the use of the vehicle for display of a vehicle sign is prohibited. A vehicle used primarily for advertising, or for the purpose of providing transportation for owners or employees of the occupancy advertised on the vehicle, shall not be considered a vehicle used in the conduct of the business.

5.03.05 Temporary Signs

Temporary signs are allowed throughout the City, subject to the standards set forth in this section.

- A. A temporary sign may be a ground or building sign, but shall not be an electric sign.
- B. Any temporary sign not complying with the requirements of this section (5.03.00) is illegal and subject to immediate removal by the City. The cost of removing an illegal temporary sign shall be the responsibility of the owner of the sign.
- C. Temporary signs and the general conditions for such signs are described in Table 5.03.05(C).

Table 5.03.05(C). Types of Temporary Signs and Conditions for Placement.

Type	Conditions
Business Identification	<ul style="list-style-type: none"> ▪ Permissible only when the business has no permanent sign(s). ▪ Limited to a period of not more than sixty (60) days, or until installation of permanent signs, whichever shall occur first.
Construction	<ul style="list-style-type: none"> ▪ Limited to sixty (60) days prior to the beginning of actual construction of the project identified by the construction sign. ▪ Removal is required when construction is completed and at the time the C.O. is issued. ▪ If construction is not initiated within sixty (60) days after the sign is placed, or if construction is discontinued for a period of more than sixty (60) days, the sign shall be removed.
Grand Opening	Displayed for a period not to exceed fourteen (14) days within the first three (3) months that the occupancy is open for business.
Real Estate	Displayed on the property which is for sale, lease, or rent.
Special or Temporary Event	<ul style="list-style-type: none"> ▪ Only to announce or advertise such temporary uses as fairs, carnivals, circuses, revivals, sporting events, flea markets, or a public, charitable, educational or religious event or function. ▪ The sign shall be removed within five (5) days after the special event is concluded. ▪ The total time period shall not to exceed sixty (60) days.

- D. Temporary signs shall conform to the standards set forth in Table 5.03.05(D).

Table 5.03.05(D). Standards for Temporary Signs.

Standards	Residential Districts (sq. ft.)	Non-Residential districts (sq. ft.)

	LDR	MDR	HDR	
Number of signs	2	2	4	Unlimited
Individual sign area, maximum ¹	Six (6)	Six (6)	Six (6)	Sixty-four (64)
Aggregate sign area, maximum	Ten (10)	Ten (10)	Sixteen (16)	<ul style="list-style-type: none"> ▪ 100; or ▪ One (1) per ten (10) feet of property frontage, whichever is smaller
Maximum height (feet)	Eight (8)	Eight (8)	Eight (8)	Ten (10)
Spacing	N/A	N/A	N/A	100 ft. between signs on the same parcel

¹Real estate signs for multiple lots shall not exceed thirty-two (32) square feet.

5.03.06 Permissible Permanent On-Site Signs

A. Permissible signs include the following:

Table 5.03.06(A). Permanent On-Site Signage.

Permissible Signs		Criteria
Non-Residential Land Use Districts		
Sign Types	Ground signs	See Sections 5.03.07 and 5.03.08.
	Building signs	See Sections 5.03.07 and 5.03.08.
1)	Time-temperature-date	<ul style="list-style-type: none"> a. Only on developed, non-residential parcels; b. Shall only display numerical information in an easily comprehensible way; c. Shall be kept accurate; d. May be a ground or building sign and subject to the regulations applicable to such signs; and e. Counted as part of an occupancy's allowable sign area.
2)	Directional	<ul style="list-style-type: none"> a. Limited in area to four (4) square feet; b. Shall only provide directions to motorists regarding the location of parking areas and access drives; and c. Shall not be counted as part of an occupancy's allowable sign area.
3)	Flags	<ul style="list-style-type: none"> a. Shall be limited to not more than three (3) flags or insignias of governmental, religious, charitable, fraternal, or other organizations on any one (1) parcel of land; and b. The maximum distance from top to bottom of any flag shall be twenty (20) percent of the total height of the flagpole, or in the absence of a flagpole, twenty (20) percent of the distance from the top of the flag or insignia to the ground.
4)	Utility signs	<ul style="list-style-type: none"> a. Shall be limited to public utility signs that identify the location of underground utility lines and facilities, high voltage lines and facilities, and other utility facilities and appurtenances; b. Shall not exceed six (6) feet in height; and c. The sign face shall not exceed one (1) square foot.
Residential Land Use Districts		
Signs at entrances to residential developments		<ul style="list-style-type: none"> a. One (1) sign is permitted at only one (1) entrance into the development from each abutting street. b. The sign may be a single sign with two (2) faces of equal size

Permissible Signs	Criteria
	<p>or may be two (2) single-faced structures of equal size located on each side of the entrance. Instead of two (2) signs at the entrance, however, a multi-family development may be allowed one (1) sign at the entrance and one (1) wall sign on a building.</p> <p>c. No face of the sign shall exceed thirty-two (32) square feet in size.</p> <p>d. <u>Illumination shall be in a steady light only.</u></p>
<p>Signage for permissible non-residential uses (See Section 2.03.02 for list of uses)</p>	<p>a. Each such parcel may have one (1) free-standing sign per street frontage.</p> <ul style="list-style-type: none"> ▪ The maximum size shall be sixteen (16) sq. ft. ▪ The maximum height shall be eight (8) ft. <p>b. Each use may have one (1) wall sign per building.</p> <ul style="list-style-type: none"> ▪ The maximum size shall be thirty-two (32) sq. ft. <p>c. The criteria for directional, flags, and utility signage for non-residential land use districts shall apply for these non-residential uses.</p>

TND and PUD Land Use Districts

- a. A master signage shall be approved by the City Commission as part of the Master Plan;
- b. The maximum height of free-standing signs shall be ten (10) feet;
- c. All signs expressly prohibited by Section 5.03.04 shall be prohibited within the TND or PUD; and
- d. The design and style of signage shall be integral to the design and style of the TND or PUD.

Mixed Use Land Use District

- a. A development within the MU that is solely residential shall meet the signage criteria for residential land use districts.
- b. A development within the MU that is solely commercial shall meet the signage criteria for non-residential land use districts.
- c. A development within the MU that is a combination of residential and non-residential uses shall provide a master signage plan as part of the application for a local development order.

5.03.07 Design Standards for All Permanent Signs

A. Generally

All permanent signs shall comply with the design, construction and location standards in this section.

B. Placement standards

- 1. A building sign shall project no more than four (4) feet perpendicularly from the surface to which it is attached.
- 2. The combined area of permanent and temporary signs placed on or behind windows shall not exceed twenty-five (25) percent of the total window area at the same floor level on the side of the building or unit upon which the signs are displayed.
- 3. Signs located within a clear visibility triangle shall conform to the requirements of Section 6.05.04.
- 4. Supports for signs or sign structures shall not be placed in or upon a public right-of-way or public easement, except under the terms of a lease between the owner of the easement or right-of-way and the owner of the sign.

5. No ground sign shall project over a public right-of-way.
 6. All signs over pedestrian ways shall provide a minimum of seven and one-half (7½) feet of clearance.
 7. All signs over vehicular ways shall provide a minimum of thirteen and one-half (13½) feet of clearance.
 8. A building sign shall not extend beyond any edge of the surface to which it is attached, nor disrupt a major architectural feature of the building.
- C. Size, number, and spacing for permanent on-site signs
1. Ground signs.

The permissible number, area, spacing, and height of permanent accessory ground signs for each multiple occupancy complex and each occupant not located in a multiple occupancy complex shall be determined according to the following tables:

Table 5.03.07(C)(1). Standards for Permanent Signs.

Sign Number, Area, Spacing, and Height						
Frontage on a Public Right-of-Way (feet)	Number of Signs Allowed	Total Sign Area (sq.ft.)	Maximum Sign Area for Individual Signs (sq. ft.)	Minimum Distance from Side Property Line (feet)	Minimum distance from other permanent sign on site (feet)	Maximum Height (feet)
Less than 50	1	24	24	10	N/A	18 10
50 – 99.9	1	32	32	15	N/A	18 10
100- 199.9	1	70	70	20	N/A	18 10
200–299.9	1	70	70	50	N/A	18 10
300-399.9	2	72	72	50	100	18 10
400 or more	3	96	96	50	100	18 10

2. Building signs shall comply with the standards in the following table:
Table 5.03.07(C)(2). Building Sign Size, Height, and Number.

Multiple Occupancy Complexes or Building ¹		Single Occupancy Structure	
Standard	Per Building Side	Per Occupant	Per Building Side
Total Sign Area	<ul style="list-style-type: none"> ▪ 10% of each façade area; or, ▪ 200 s.f., whichever is smaller 	<ul style="list-style-type: none"> ▪ 20% of each façade area; or ▪ 200 s.f., whichever is smaller 	<ul style="list-style-type: none"> ▪ 20% of each façade area; or ▪ 200 s.f., whichever is smaller
Number of Signs	1	3	3
Maximum Height <ul style="list-style-type: none"> ▪ Building height up to 20 ft. ▪ Building height between 21 ft. and 100 ft. 	<ul style="list-style-type: none"> ▪ 18 ft. ▪ A single building sign is allowed above eighteen (18) feet on each side of the building 		

¹ Building signs for multiple occupancy complexes constructed or remodeled after December 11, 1990, shall conform to an approved sign format.

5.03.08 Measurement Determinations

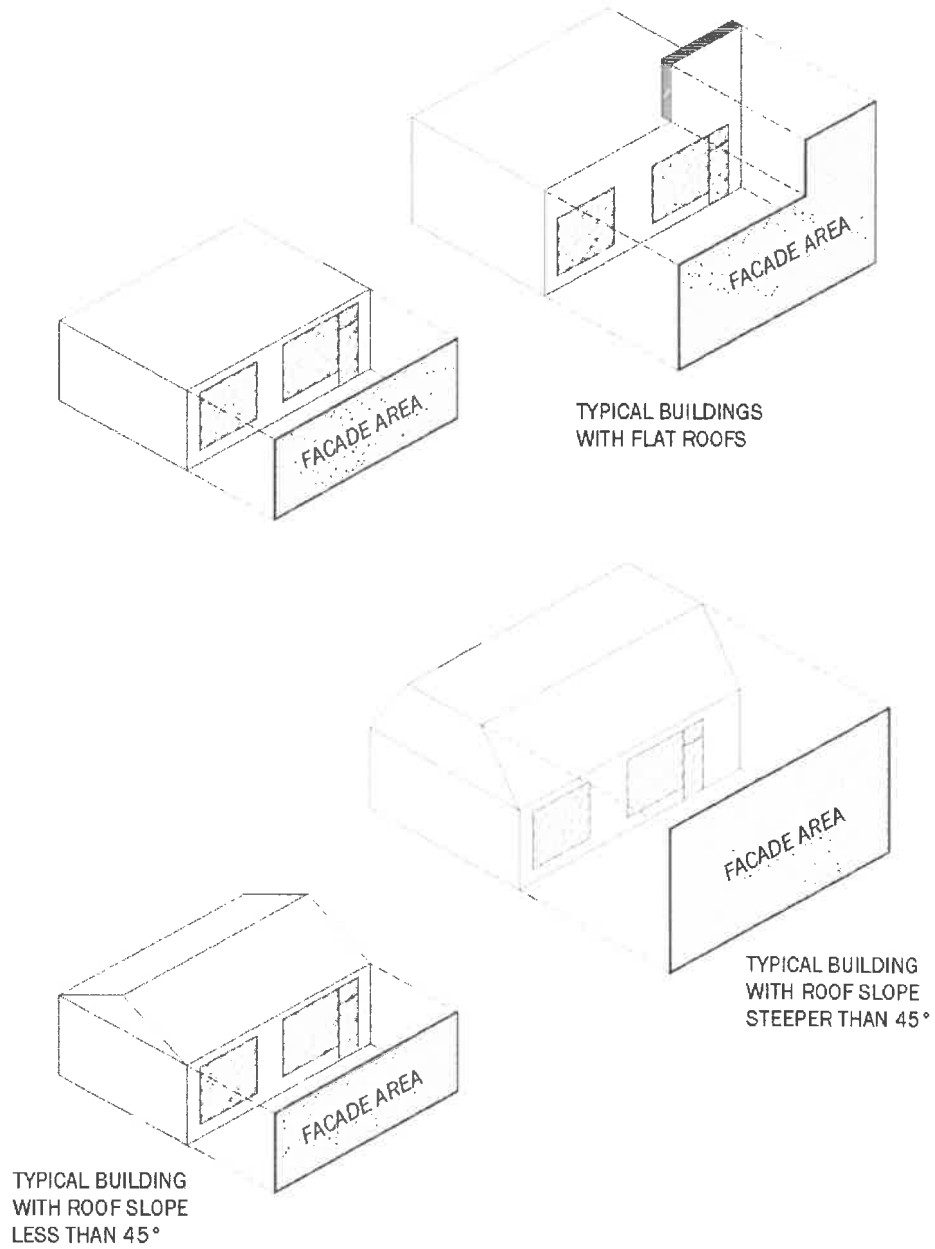
The measurement of signs shall comply with the standards in the following table:

Table 5.03.08. Measurement Determinations.

Area	Measurement
Distance between signs	Minimum required distance between signs shall be measured along the street right-of-way from the closest parts of any two (2) signs.
Façade area	Shall be measured by determining the area within a two-dimensional geometric figure coinciding with the edges of the walls, windows, doors, parapets, marquees, and roof slopes of greater than forty-five (45) degrees that form a side of a building or unit. (See Figure 5.1)
Sign area	The area of a sign shall be the area within the smallest square, rectangle, parallelogram, triangle, circle or semicircle, the sides of which touch the extreme points or edges of the sign face.
Letters or pictures	Where a sign is composed of letters or pictures attached directly to a façade, window, door, or marquee, and the letters or pictures are not enclosed by a border or trimming, the sign area shall be the area within the smallest rectangle, parallelogram, triangle, circle or semicircle, the sides of which touch the extreme points of the letters or pictures. (See Figure 5.2)
Two (2) sign faces	Where two (2) sign faces are placed back to back on a single

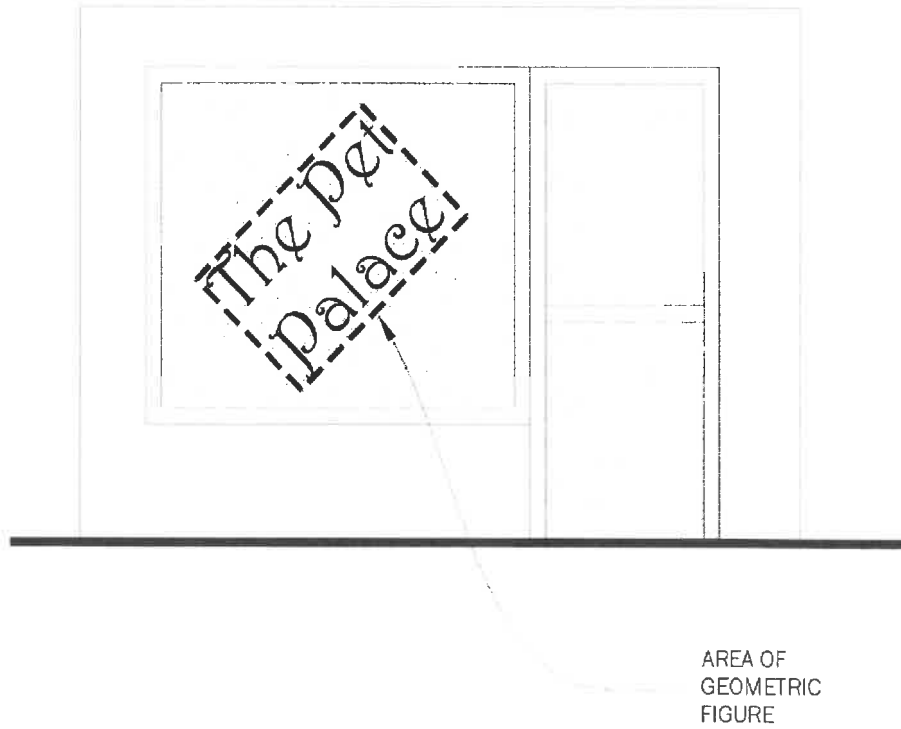
Area	Measurement
	sign structure, and the faces are at no point more than three (3) feet apart, the area of the sign shall be counted as the area of one (1) of the faces.
Four (4) sign faces	Where four (4) sign faces are arranged in a square, rectangle, or diamond, the area of the sign shall be the area of the two (2) largest faces. This type of sign shall be counted as two (2) signs. (See Figure 5.3)
Three-dimensional objects	Where a sign is in the form of a three-dimensional object, the area shall be determined by drawing a square, rectangle, parallelogram, triangle, circle or semicircle, the sides of which touch the extreme points or edges of the projected image of the sign and multiplying that area by two (2). The projected image is that image created by tracing the largest possible two (2)-dimensional outline of the sign. (See Figure 5.4)
Number of Signs	In general, the number of signs shall be the number of noncontiguous sign faces. Multiple noncontiguous sign faces shall be counted as a single sign if all the sign faces are included in the geometric figure used for determining the sign area.
Sign Height	The height of a sign shall be measured as the vertical distance from the finished grade at the base of the supporting structure to the top of the sign, or its frame or supporting structure, whichever is higher. (See Figure 5.5)
Multiple frontages	<ol style="list-style-type: none"> a. If a building has frontage on two (2) or more streets, each frontage shall be separately considered for the purposes of determining compliance with the provisions of this section. b. The permitted sign area for one (1) frontage shall not be combined with that permitted on another frontage to increase the permitted sign area on one (1) frontage. c. No ground sign on one right-of-way shall be closer than 100 feet to a sign on another right-of-way, measured as the sum of distances measured continuously along the rights-of-way through common points.

Figure 5.1: Façade Area



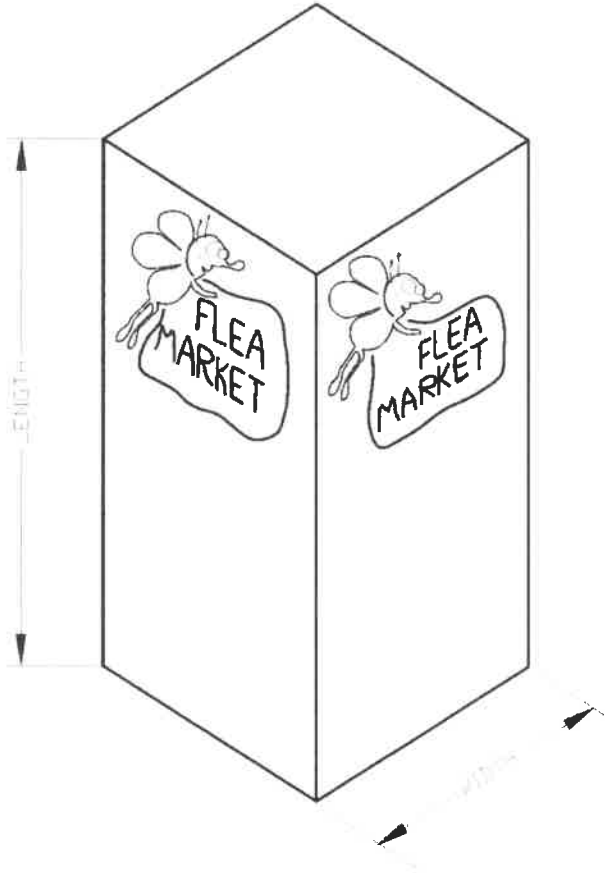
FACADE AREA EXAMPLES

Figure 5.2: Letters or Pictures



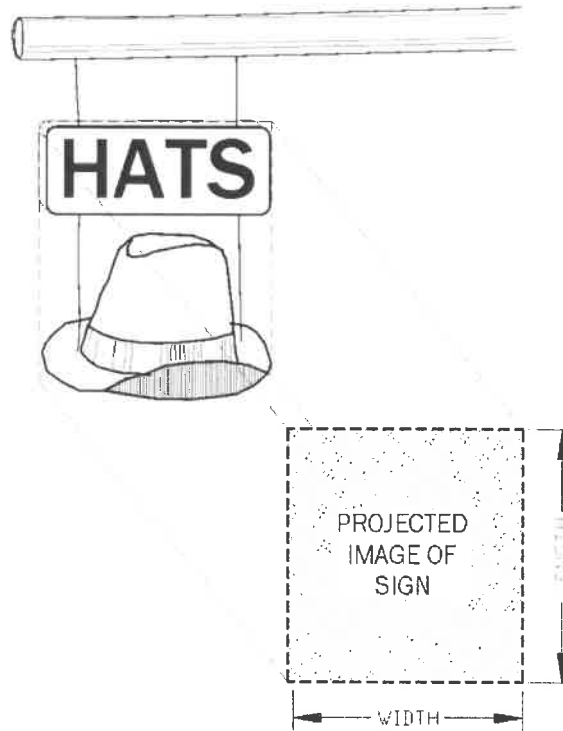
AREA OF SIGN WITH LETTERS OR PICTURES
ATTACHED DIRECTLY TO A WALL, WINDOW, DOOR,
ETC. (WITHOUT A BORDER)

Figure 5.3: Four Sign Faces



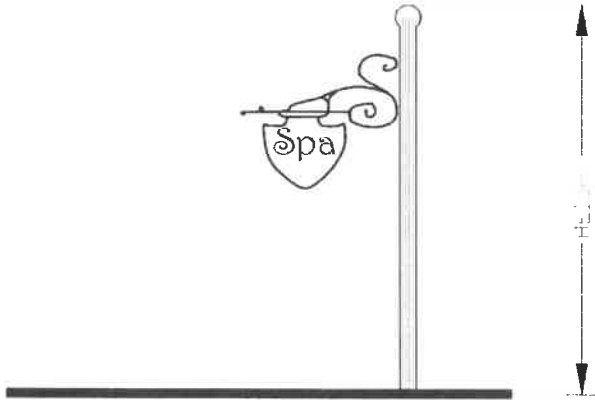
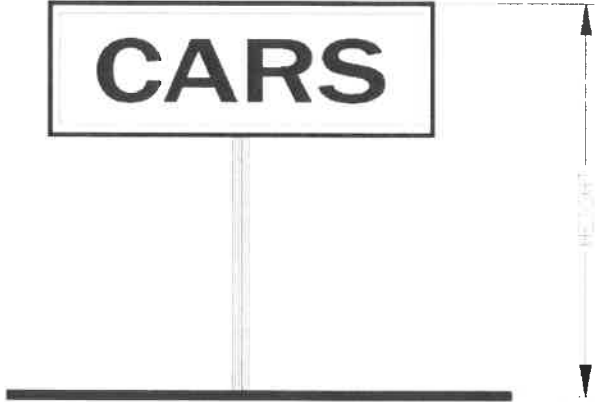
SIGN AREA OF SIGN WITH FOUR FACES

Figure 5.4: TFigure 5.4: Three-Dimensional Object



SIGN AREA, THREE-DIMENSIONAL OBJECT

Figure 5.5: Sign Height



SIGN HEIGHT