

DOCUMENTS TO BE SUBMITTED WITH SIGN PERMIT APPLICATIONS

- Accurate site plan showing property lines, building lines, **easements, parking, driveways**, and location of proposed sign(s); include **parcel dimensions, building dimensions**, (identifying tenant space where applicable), and dimensions to identify specific proposed location, and compliance with any code requirements, such as setbacks. A sketch over a recent certified plat of survey may be submitted. A marked-up digital (or Polaroid) photo may also be helpful in describing the proposed location.
- Drawing or sketch of the proposed sign including type of material and dimensions, (check code requirements). If the proposed sign is greater than 32 square feet, the drawing **with structural details** must be prepared, signed and sealed by a Florida registered professional engineer.
- **If the sign is lighted, indicate the type, placement, intensity and hours of illumination. Include the UL number. If the electric source is new, an electric permit will be required.**
- Catalogue cuts may be submitted; however, please include **or clearly indicate** only those graphics and data which are relevant to the specific permit application, (and remove any and all reference to standard signage which is not).

Notes:

- The permit application shall indicate the names, addresses, and other contact information of the sign owner and of the City licensed sign contractor.
- The permit application should include the signature of the property owner thereby indicating his or her approval of the requested sign(s).
- The application and related documents must be prepared with sufficient clarity in order to demonstrate and assure compliance with the City Code.
- The City's Sign Code is online: www.mywinterhaven.com; go to: Government . . . Municipal Code . . . Chapter 21, Unified Land Development Code . . . Article IV, Sign Code, (Sec. 21-241 thr. 21-249).
- **Applicants and sign contractors are encouraged to have signs fabricated *after* the permit is issued.**
- Phone the Planning Division with any questions: (863) 291-5600.