



# PLANNING AND DEVELOPMENT DEPARTMENT DOWNTOWN SIGN PERMIT APPLICATION

It is the responsibility of the applicant to submit complete and correct information. Any misleading, deceptive, incomplete or incorrect information may result in revocation of the sign permit and removal of any sign erected pursuant to such permit. The applicant, by filing this application, agrees to be responsible for the installation of the subject sign in accordance with the sign regulations of the City of Clearwater.

All applications are to be filled out completely and correctly, and submitted in person to the Planning and Development Department.

Downtown sign permits will be processed in approximately 1 – 3 business days and cannot be processed as a walk-thru permit.

**ADDRESS OF SUBJECT PROPERTY** \_\_\_\_\_

**PARCEL NUMBER(S)** \_\_\_\_\_

**PROPERTY OWNER (PER DEED)** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

**CONTRACTOR NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

STATE LICENSE NUMBER \_\_\_\_\_

**JOB VALUE**  
**(INCLUDING LABOR AND MATERIALS)** \_\_\_\_\_

## SIGN PERMIT SUBMITTAL REQUIREMENTS *(THREE SETS OF DRAWINGS REQUIRED)*

- Any application form which is signed by an individual other than the property owner shall be accompanied by a notarized statement consenting to the sign placement or, if the property or building upon which the sign to be located is leased, a copy of the executed lease shall accompany the application. In the event the building or property is leased and the application form is signed by an individual other than the lesser, the application shall be accompanied by a notarized statement of authorization signed by the lesser authorizing sign placement.

- ❑ A signed and sealed survey of the property shall be required if an awning, canopy, projecting, shingle or sidewalk sign is proposed.
- ❑ A detailed drawing depicting how the sign shall be constructed and secured. All signs greater than 32 square feet shall have a structural drawing signed and sealed by a licensed Florida engineer or architect (please note that wind load requirements must conform to the current edition of the Florida Building Code).
- ❑ Construction and electrical specifications, for the purpose of enabling determination that the sign(s) meets all applicable structural and electrical requirements of the Florida Building Code and National Electric Codes (indicate if UL rated).
- ❑ Submit to-scale drawings, in color and not to exceed 24" x 36", of all proposed signage and existing signage that is to remain, which include the following:
  - An elevation drawing or photo overlay of the building and all signs with dimensions for the linear building façade, building height, and vertical clearance from sidewalk as appropriate;
  - Dimensions of all signs and the sign area(s) calculated in square feet (*ensure compliance with CDC Appendix C, Section C-705.B.*);
  - Text copy including the message of the sign(s);
  - Opening dimensions for windows and glass doors (*window signs only*);
  - Description of sign design and style (*ensure compliance with CDC Appendix C, Section C-705.C.*);
  - Labels of all colors and proposed materials (*ensure compliance with CDC Appendix C, Section C-704.C.*); and,
  - Method of illumination, including the type, placement, intensity, and hours of illumination (*ensure compliance with CDC Appendix C, Section C-704.D.*).
- ❑ For those applications which consist of an awning sign, canopy sign, projecting sign, shingle sign, under canopy sign, and/or freestanding sign: submit a to-scale site plan, not to exceed 24" x 36", which includes all of the following:
  - North arrow;
  - Property lines;
  - Footprint of all buildings and structures with dimensions for the linear building façades and setbacks;
  - All required sight triangles (*freestanding sign only*);
  - Location of all easements and street rights-of-way within and adjacent to the site;
  - Location of all existing and proposed sidewalks;
  - Location of all existing and proposed freestanding signs; and,
  - Location of all proposed landscape material including size and species (*freestanding sign only*).

SIGN TYPE	LOCATION	SIGN AREA PROPOSED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



# PLANNING AND DEVELOPMENT DEPARTMENT AFFIDAVIT OF OWNERSHIP

1. Provide names of all property owners on deed – PRINT full names:

\_\_\_\_\_

2. That (I am/we are) the owner(s) and record title holder(s) of the following described property:

\_\_\_\_\_

3. That this property constitutes the property for which a request for (describe request):

\_\_\_\_\_

4. That the undersigned (has/have) appointed and (does/do) appoint:

\_\_\_\_\_

as (his/their) agent(s) to execute any petitions or other documents necessary to affect such petition;

5. That this affidavit has been executed to induce the City of Clearwater, Florida to consider and act on the above described property;

6. That site visits to the property are necessary by City representatives in order to process this application and the owner authorizes City representatives to visit and photograph the property described in this application;

7. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

\_\_\_\_\_

Property Owner

\_\_\_\_\_

Property Owner

\_\_\_\_\_

Property Owner

\_\_\_\_\_

Property Owner

STATE OF FLORIDA  
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me by means \* physical presence or \* online notarization, this \_\_\_ day of \_\_\_\_\_, 202\_\_ by (\_\_\_\_\_) as (\_\_\_\_\_) of (\_\_\_\_\_), who \* is/are personally known to me or \* who has/have produced a driver's license as identification.

NOTARY PUBLIC

Signature: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

Updated 03.27.2024