

APPLICATION FOR SIGN REVIEW

City of Fellsmere, 22 S. Orange Street, Fellsmere, Florida 32948
Phone: 772-571-9077 Fax: 772-571-0097

A sign review is in addition to any sign installation or building permit application required for installation of any approved sign.

SITE LOCATION:

Address of the Property on which a sign is to be constructed or modified

APPLICANT

Company _____
Name _____
Address _____

Phone _____
Mobile _____
Fax _____
Email _____

APPLICANT'S CONTRACTOR (if applicable)

Company _____
Name _____
Address _____

Phone _____
Mobile _____
Fax _____
Email _____

REAL PROPERTY OWNER

Company _____
Name _____
Address _____

Phone _____
Mobile _____
Fax _____
Email _____

If Applicant is not the owner of the Property on which the sign is to be located, please provide a signed authorization from the owner permitting the installation of the sign and acknowledging responsibility for all fees, fines, and property encumbrances that may be imposed as a result of this application.

Signature of Applicant

Date

Application Requirements – TWO COPIES OF EACH APPLICABLE ITEM

1. Application Fee as set by resolution of the City Council.
2. If the property is not owned or is owned only in part by the applicant, a notarized letter must accompany the application giving written consent by all property owners of the subject property.
3. For freestanding signs, a legal sketch or survey of the property indicating location of the proposed sign, setbacks to property line, lot dimensions, total lot area, and existing site features such as parking, buildings, stormwater, utilities and landscaping. At the discretion of the Community Development Director, a site sketch or an approved site plan may be submitted in lieu of a legal sketch or survey of the property.
4. For wall signs, a plan depicting the elevation of the building wall on which the sign is to be attached (with dimensions drawn to scale) indicating finished floor and roof line, windows, doors and other openings, and location of the proposed wall sign.
5. Number, type, location and sign area of all existing signs on the same property.
6. For temporary special-event signs, the dates on which the sign will be displayed.
7. If applicable, description of the sign illumination, specifying illumination type, placement, intensity, and hours of illumination.
8. For all signs, a sign elevation containing an accurate depiction of sign materials, colors, graphics, and lettering; height of the sign measured from finished grade and sign dimensions including the regulated surface area of the sign.
9. Landscape plan demonstrating compliance with the landscape requirements for signs, as applicable.

FOR CITY USE ONLY

Property Folio No. _____ Comments: _____
 Fee Due _____ Receipt # _____ Receipt Date _____
 Ownership Verified: Yes _____ No _____
 Approved _____ Denied _____ Date _____