

9-24-21



Rev. Date: 9-2021

1065 Ridgewood Avenue, Holly Hill, Florida 32117-2807
Phone: (386) 248-9442 Email: permitdesk@hollyhillfl.org

Permit No: _____ Date: _____

TEMPORARY SIGN PERMIT APPLICATION

The permit fee is: \$25.00 application fee PLUS \$1.00 per day, PER Temporary Sign.

SIGN/BUSINESS INFORMATION

Location of Sign(s) (street address): _____

Business/Organization: _____

Contact Person: _____ Phone No: _____

Sign(s) Description: _____

****AN ORIGINAL LETTER OF AUTHORIZATION SIGNED BY THE
PROPERTY OWNER(S) MUST BE SUBMITTED WITH THIS APPLICATION****

TYPE AND PERIOD OF POSTING

☐ A-FRAME ☐ WALL ☐ GROUND ☐ BANNER (30 DAY MAX DISPLAY)

Sec. 110-7 Temporary Signs - (b) *Permitted sign types*. A temporary sign may be a ground or building sign.

NOT PERMITTED: Inflatables, Streamers, Balloons, Pennants

HOW BIG CAN THE SIGN BE?

Unless it's a banner, are allowed one (1) square foot of signage for each ten (10) feet of your business:

- lot frontage if it is in a stand-alone building or
- your businesses frontage (if in a complex or strip center)

EXAMPLES

Signage that is not a banner:

If you are in a strip center and have 20 feet from one side of your business to the other – you are allowed a 2 square foot sign. (20 feet divided by 10 = 2 square feet)

If you own a stand-alone building on a lot that is 80 feet across – you are allowed an 8 square foot sign. (80 feet divided by 10 = 8 square feet)

Banners Only: You are allowed one square foot of banner for each linear foot of building width.

If your business owns or rents an entire building that is 40 feet wide – your banner can be 40 square feet. But if you are in a strip center and the portion of the building you rent is only 10 feet wide, then your banner can only be 10 feet wide – even if the building is 100 feet wide.

The banner must go against the face of the principal building – **not** on a fence or other structure.

HOW MANY SIGNS CAN YOU HAVE?

You are permitted one (1) sign for each twenty-five (25') feet of your business frontage.

For example:

If you own a stand-alone building on a lot that is 80 feet across – you are allowed 3 temporary signs.

(80 divided by 25 = 3.2 or 3 signs) Your total permitted square footage would need to be divided among the 3 signs.

Are you part of a strip center? Yes _____ No _____

What is your businesses frontage? _____

To Determine the # of Permitted Signs

Take your business frontage _____ divided by 25 feet = _____. Round to the nearest whole number _____. This is the maximum number of temporary signs you are permitted. How many signs are you requesting? _____

To Determine The Total Amount of Permitted Square Footage

BANNERS Only:

You are allowed 1 square foot of banner for each linear foot of building width.

What is **your** business building width? _____

How much total square feet of BANNER are you requesting? _____

For all signage that is NOT a banner:

Take your business frontage _____ divided by 10 = _____ total permitted square feet.

How much total square feet of signage are you requesting? _____

Provide a dimensioned sketch of all signage.

Permits shall be for consecutive days.

Requested Time Period (dates): From: ____/____/____ To: ____/____/____

Total number of days: _____

SIGN & BUILDING DESCRIPTION

- ☐ Attached = Sign is mounted or attached to the permanent building where the business activity is conducted.
- ☐ Detached = How will the sign be mounted and supported?
-

SIGN(S) LOCATIONS

Please indicate on the diagram below, the location(s) of the proposed sign(s) as well as the street names surrounding your business. Cross out any street on this diagram which does not apply to your business location.

****NO SIGNS ARE ALLOWED WITHIN THE PUBLIC RIGHT-OF-WAY****

****NO SIGN(S) MAY BLOCK THE VISIBILITY OF OTHER BUSINESSES OR THEIR SIGNS, IMPAIR THE VISIBILITY OR LINE OF SIGHT OF THE OPERATOR OF ANY MOTOR VEHICLE, OR IMPEDE THE MOVEMENT OF ANY PEDESTRIAN OR VEHICLE****



CERTIFICATION

I, the applicant, hereby certify the following:

1. All information on this application is true and correct to the best of my knowledge and ability.
2. I acknowledge that after the expiration of the temporary sign/banner I will remove such sign/banner.
3. I have provided a letter of authorization (attached) from the property owner(s) of the parcel where my sign will be located.

Print Name

Signature

Date

9-24-21

This needs to be filled out if you do not own the building.



Landlord/Tenant Sign Affidavit

I _____ do hereby authorize my tenant
Owner/Authorized Agent

_____ or his/her authorized
Tenant Name

Agent/contractor to make **SIGN** improvements or changes and obtain any necessary sign permits to my property located at:

Subject Property – include unit # if applicable

Owner Signature OR Authorized Agent

STATE OF FLORIDA
COUNTY OF VOLUSIA

Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 202_, by _____, who is personally known to me or produced _____ as identification and did/did not take an oath.

NOTARY PUBLIC, STATE OF FLORIDA

Notary Signature

Printed Name

Commission No.: _____
My Commission Expires: _____