

Business Reference: _____ **Address:** _____



**CITY OF LIVE OAK
PLANNING AND ZONING AND BUILDING OFFICIAL
STANDARD SIGN ZONING REVIEW/ APPROVAL APPLICATION**

416 Howard Street E. (office) & 101 White Avenue S.E. (mail)
Live Oak, FL 32064
386.362.2276 * 386.330.6507 (fax)

APPLICATION WILL NOT BE ACCEPTED UNLESS THE FOLLOWING INFORMATION IS PROVIDED.

*** ALL CRITERIA of the LDR & Development Manager must be met WITHOUT EXCEPTION ***

✓	<p>There may be additional criteria or requirements not listed on this application. Please contact the City Development Manager if a pre-application review is needed, or for more information.</p>
	Signage is first reviewed by the Development Manager for Zoning, and then the Building Official for permit. * See Development Manager for allowable standards for your location.
	Freestanding signs require a \$50 Zoning review fee (no fee for Wall Signs). Any sign type commenced prior to review and written approval will result in a \$100 fee. Review fees are due at application. Any permit fee shall be in addition to zoning review. Permits are issued by Building Official.
	Copy of State Sign Contractor Registration.
	Copy of Workers Compensation coverage or State Exemption certificate if working alone.
	Copy of Contractors liability coverage.
	Copy of Occupational License from home City or County.
	<u>Freestanding Signs</u> require: Two (2) copies of sealed engineered plans with size, specifications, foundation/footer design, wind load data, mounting side-detail data and cabinet attachment detail data. Required wind load data is 120 mph, 3-second gust, per FL Building Code, as amended. (Alumacore/ Corrugated panels up to 32 sf and no more than 6' in height do not require engineer seal). For wall signs – contact the Building Official.
	<u>Freestanding Signs</u> require: Plat/Site plan showing the total property including any driveways and property lines, the location of the proposed sign including setbacks from all property lines, right-of-ways, driveways & existing structures, and any existing signs located on the property.
	<u>All Signs</u> require: Construction/elevation drawings showing: Overall size of sign including total / individual length / height and message/copy, dimensions of support columns, cabinet size and dimensions, and also (if a wall-sign), location on wall/structure showing height of sign, overall height of structure, length of wall that sign is to be attached to (must be a wall that has a customer entrance, unless otherwise allowed – see Development Manager), and distance from wall to closest public right-of-way.
	Valuation of contract for all materials and installation.
	This Review Application Signed by Contractor, Property Owner or Tenant Lessee.
	Building Permit Application must be signed by qualifier of Company, or, if signed by a signee - Must have notarized letter of authorization to sign for permit (see Building Official).
	An electrical permit is required for every lighted sign. A licensed electrical contractor must bring electrical power to the base of the sign.
	Every lighted sign must have an external disconnect that is attached or within sight of the sign.
	Building Inspections required: Foundation (hole) and final + Zoning Inspections (Pre/Post).
	For Temporary / Portable Signage – contact Development Manager for allowances and approvals.

For Office Use Only: (Please proceed to page 2)

Date Stamp:

Received By:

SECTION I – WALL SIGNAGE: (If more than 3, attach additional pages.)

Wall Signage is categorized by the following TYPES:

Wall, Wall-Tower, Canopy, Mansard, Under-Canopy, Projecting, Awning and Window.

- * Area is computed as the area within a continuous perimeter of copy and cabinet limits.
- * Individual words not part of an outlined cabinet can be calculated individually and then added collectively.
- * Canopy lettering is measured by the limits of the copy lettering, not the limits of the awning material.
- * No signage may be roof mounted, or at any point protrude above any roof structure.
- * Internal illumination is allowed only in certain zoning districts. * Electronic and LED wall signs are prohibited.
- * Freestanding entrance or wall-tower structures must be no more than 3' from the existing building wall or roof canopy, and visually tied into the building in order to be considered a wall sign (see Development Manager). *Additional criteria may apply.

#1 Sign Type: _____ (choose from highlighted categories above)

If an existing sign on this wall is being altered, please explain type and size that will be removed and/or installed:

What direction will the sign face? _____ What is the length of the wall end to end? _____ ft.

Does this wall contain a functioning customer / public entrance? _____ Is sign to be internally illuminated? _____

Describe sign components/construction: (flat panel, metal/wood, attached cabinet with panel, channel letters, etc.)

Dimensions of sign cabinet or lettering in: Height _____ ; Width _____ ; Depth _____

If projecting, we will need a side-detail showing distance out, panel area, and distance to ground grade, curb, etc.

This Sign Total SQ Footage: _____

#2 Sign Type: _____ (choose from highlighted categories above)

If an existing sign on this wall is being altered, please explain type and size that will be removed and/or installed:

What direction will the sign face? _____ What is the length of the wall end to end? _____ ft.

Does this wall contain a functioning customer / public entrance? _____ Is sign to be internally illuminated? _____

Describe sign components/construction: (flat panel, metal/wood, attached cabinet with panel, channel letters, etc.)

Dimensions of sign cabinet or lettering in: Height _____ ; Width _____ ; Depth _____

If projecting, we will need a side-detail showing distance out, panel area, and distance to ground grade, curb, etc.

This Sign Total SQ Footage: _____

#3 Sign Type: _____ (choose from highlighted categories above)

If an existing sign on this wall is being altered, please explain type and size that will be removed and/or installed:

What direction will the sign face? _____ What is the length of the wall end to end? _____ ft.

Does this wall contain a functioning customer / public entrance? _____ Is sign to be internally illuminated? _____

Describe sign components/construction: (flat panel, metal/wood, attached cabinet with panel, channel letters, etc.)

Dimensions of sign cabinet or lettering in: Height _____ ; Width _____ ; Depth _____

If projecting, we will need a side-detail showing distance out, panel area, and distance to ground grade, curb, etc.

This Sign Total SQ Footage: _____

Window signage requires the area of all windows on the wall to be provided:

Area of all windows: _____

Area of proposed window signage: _____ **(Limited to half of total window area).**

SECTION II – FREESTANDING SIGNAGE:

(Limited according to adopted criteria including – number, height, type, square footage, etc. Roof signs are prohibited)

Type: (Check all that apply)	On-Premise: _____	Off-Premise: _____	Directional: _____	Other: _____
Construction: (Check all that apply)	Single Face: _____	Double Face: _____	Electric: _____	Metal: _____ Wood: _____
Action: (Check all that apply)	Erect: _____	Alter: _____	Repair: _____	Move: _____

#1 - Primary, Secondary, or Super-Primary Sign? (circle) (See Development Manager for definitions)

If an existing sign is being altered, please explain type and size that will be removed and/or installed:

Overall structure: Height _____ Internally or Externally or N/A Illuminated? (circle)

Sign Copy Panel Dimensions: Height _____ ; Width _____ ; Depth _____

Area is computed as the area within a continuous perimeter of copy and cabinet limits, excluding visible support poles, uprights, braces, brick, stone or similar foundation. **This Sign Total SQ Footage:** _____

#2 - Primary, Secondary, or Super-Primary Sign? (circle) (Only one primary allowed per property)

If an existing sign is being altered, please explain type and size that will be removed and/or installed:

Overall structure: Height _____ Internally or Externally or N/A Illuminated? (circle)

Sign Copy Panel Dimensions: Height _____ ; Width _____ ; Depth _____

Area is computed as the area within a continuous perimeter of copy and cabinet limits, excluding visible support poles, uprights, braces, brick, stone or similar foundation. **This Sign Total SQ Footage:** _____

Additional Freestanding Signage? Please explain: _____
_____.

Will sign include a new Electronic Variable Message Board? YES: _____ NO: _____

Only permitted along certain road segments, may require a Special Exception Hearing, and must meet certain size, design and display criteria, all as specified in Section 4.19.20., of the Land Development Regulations.

*** Existing Electronic Message Boards shall comply fully prior to the acceptance of an application ***

SECTION III – DIRECTIONAL SIGNAGE:

(Also considered Freestanding - Limited according to adopted criteria including - **NO** Exposed Neon permitted)

If an existing sign is being altered, please explain type and size that will be removed and/or installed:

Number of signs: _____ Sign Height(s): _____ Cabinet Dimensions: _____

Internally or Externally or N/A Illuminated? (circle) **This Sign Total SQ Footage:** _____

SECTION IV – DEVELOPMENT ENTRANCE SIGNAGE:

(Also considered Freestanding - Limited according to adopted criteria including - **NO** Exposed Neon permitted)

If an existing sign is being altered, please explain type and size that will be removed and/or installed:

Number of signs: _____ Sign Height(s): _____ Cabinet Dimensions: _____

Internally or Externally or N/A Illuminated? (circle) **This Sign Total SQ Footage:** _____

ADDITIONAL INFORMATION NEEDED

Additional signs proposed? Attach additional pages as needed.

Total Square Footage for all signs= _____

Sign Messages: (Please indicate what sign message will be - attach drawings as needed)

Value of contract for all Signs and installation: \$ _____

Are any signs to be internally or externally illuminated? Yes () No ()

If sign is illuminated, will electric need to be extended to sign? Yes () No () (If yes, an Electrical Permit is required)

EXISTING SIGNS (Site plan(s) and/or building elevation(s) should reflect all existing signs on property.)

List all signs currently located on the premises; or, if an office/commercial center, list all signs on tenant space.

Are any of these existing signs going to be removed? Yes () No ()

Describe specifically which signs will be removed or replaced:

CERTIFICATION

I, the undersigned applicant for this review and subsequent permit or written approval, hereby certify that the information submitted within is true and correct to the best of my knowledge and that all required information has been provided herein. Further, I agree to comply with SECTION 4.19.20 of the City of Live Oak Land Development Regulations as it relates to Signs and Advertising in the City of Live Oak and all other administrative criteria or guidelines required by the Development Manager to ensure traffic safety, the economic well being of the citizenry, and to prevent uncontrolled erection of signs. Additional information regarding what size and placement allowances exist can be attained from the City Development Manager. **I authorize the City Development Manager or his designee to enter and inspect the premises, for information gathering, photo documentation and in order to survey the existing signage and new signage, once installed. I further certify that I am either the property owner, or have legal possession of the property through a lease or other legal instrument or possession, and that I have the permission from the property owner to erect signage at this location, so long as it complies with all codes and regulations. I further acknowledge that written approval and/or a permit must be received prior to erecting the requested sign(s).**

Contractor, Property Owner, or Business Owner/Lessee (Print Name)

x _____
Contractor, Property Owner, or Business Owner/Lessee (Signature)

Date

FOR OFFICE USE ONLY

Development Manager/Zoning Review Fee - see Planning Fee Schedule:

Amount Due: _____ Date Paid: _____ Method/Ck. #: _____ Receipt #: _____

Building Permit fees set by Ordinance No. 1018

After zoning review and approval, you may need to secure a building permit from Roy Rogers, City Building Official. The Building Official may require application, drawings or plans in addition to that required by Zoning.

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The proposed signage meets the requirements of the City of Live Oak Zoning Regulations and a site visit has been completed to verify the location of the proposed sign(s).

Development Manager

Date

APPROVED: The proposed sign(s) are hereby approved based on the information contained within this Sign Application. All applicable regulations apply to the placement and construction of the sign.
A building permit or an approval certificate must be received prior to sign construction and erection.

[Describe approval here]

DENIED: The proposed sign has been denied based on the following reasons:

A follow-up site visit has been completed to verify the sign was properly located.

Development Manager

Date

IS A BUILDING PERMIT REQUIRED FOR THIS SIGN? YES NO

If YES:

Copies of required drawings and documents will be forwarded to the Building Department. If a permit is required, there is a Building Permit Application which must be submitted to Roy Rogers.