



# Temporary Sign Permit Application

## City of Orange City

Development Services Department  
205 E. Graves Avenue, Orange City, FL 32763  
Phone: 386-775-5415 Fax: 386-775-5420

Date Received \_\_\_\_\_

Permit # \_\_\_\_\_

Permit Fee (\$25.00 per copy area) \$ \_\_\_\_\_

Temporary Development    Special Event    Seasonal Sale    Other \_\_\_\_\_

Associated Permits (i.e. Special Event, Seasonal Sales) if applicable: \_\_\_\_\_

## Business Name / Location of the Temp Sign

Date \_\_\_\_\_

Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Company Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

I am (check all that apply)  owner of the property    owner of the business    authorized agent of owner/business

Business Address \_\_\_\_\_ Suite # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Property Owner Information

Is applicant or the business the property owner?    Yes    No

If **no**, the Applicant may be the Authorized Agent of the Owner:    See Attached Owner Authorization

If business owner **DOES NOT** own property, please provide the following:

Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Property Management Company \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_

## Subject Property Information

Tax Parcel ID Number \_\_\_\_\_

Address \_\_\_\_\_ Suite \_\_\_\_\_

Building Width / Suite Width \_\_\_\_\_ feet

Property Acreage: \_\_\_\_\_

Plaza Name \_\_\_\_\_

## Sign Size & Duration of Display

Sign: Width \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ sq.ft

Display Start Date \_\_\_\_\_ Display End Date \_\_\_\_\_

\*\*\*\*\* *For Staff Use only* \*\*\*\*\*

Building Frontage \_\_\_\_\_ linear feet

Property Size:

Notes:

**\*\*Do NOT Write in this Section\*\***

**Temporary Sign Permit –Code Reference Chapter 9, Section 9.12, LDC**  
**You may access the City’s Land Development Code at**  
**www.library.municode.com under Appendix A – Land Development Code**



**Information Required with Permit Submittal**

- Completed application with all required signatures.
- Owner/Property Management Authorization if in applicant is not the owner, or if the sign will be located within a Multi-Tenant Plaza or Building.
- Two (2) Drawings of all proposed temporary signs (to scale drawing/graphic image of the signs –we recommend using the proof from the sign company with dimensions if available), type of sign and method of installation, sign dimensions and overall size of copy area, location on site, and graphic representation of the location (photograph or elevation of the building with sign size and location illustrated on the image).

**Applicant’s Signature**

I, the Undersigned Applicant, agree that I / (We) am / are the owner(s) of the above mentioned subject property or have received owner authorization from the owner or the authorized Property Management Company, and agree that all of the above information is true and correct to the best of my knowledge. I understand that no work is to be completed until banner permit is fully approved and all permit fees have been paid.

_____ Applicant’s Signature	Company _____ Title _____ Contractor’s License # _____
_____ Print Applicant’s Name	

**Property Owner / Property Management**

I, the property owner or the authorized property management company of the above mentioned subject property or have reviewed the attached proposed Temporary Sign application, and authorize the sign to be installed, as shown by the applicant. I certify that the requested sign will be in compliance with Section 9.12 of the Land Development Code. I agree that all of the above information is true and correct to the best of my knowledge.

_____ Signature	_____ Company Name
_____ Printed Name	_____ Phone Number
_____ Title	_____ Email Address

***DO NOT WRITE BELOW THIS LINE - For Staff Use Only***

Date Submitted: _____	_____
Revisions Requested: _____	Development Services Department
Plans Resubmitted: _____	_____
Date Sufficient: _____	Date <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved with Conditions