

# Naples City

Energy \* Recreation \* Family

## Sign Permit Application

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Legal Owner of Land \_\_\_\_\_

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

Physical Address \_\_\_\_\_

Parcel # \_\_\_\_\_ Circle type of sign: On-premise - Off-premise - Temporary - Other: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_ Cell # \_\_\_\_\_

Blue Stakes request # \_\_\_\_\_ Contractor's License # \_\_\_\_\_ Zoning: \_\_\_\_\_

Building Permit Fee \$ \_\_\_\_\_ Building Permit Application # \_\_\_\_\_

Date \_\_\_\_\_ Receipt # \_\_\_\_\_ Check # \_\_\_\_\_

This application is submitted to the Land Use Administrator to be checked for completeness. There shall be no presumption of approval of any aspect of this application process.

### Sign Permit Check List

*Applicant Check Here*

*Staff Checks Here*

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Application form filled out.  | <input type="checkbox"/> |
| <input type="checkbox"/> Building Permit filled out and fee paid.  | <input type="checkbox"/> |
| <input type="checkbox"/> <u>Electronic copy (PDF format) of the sign plan including the following items:</u> | <input type="checkbox"/> |
| <input type="checkbox"/> Property Lines  | <input type="checkbox"/> |
| <input type="checkbox"/> Utility Lines   | <input type="checkbox"/> |
| <input type="checkbox"/> Irrigation Lines  | <input type="checkbox"/> |
| <input type="checkbox"/> Roads and Driveways   | <input type="checkbox"/> |
| <input type="checkbox"/> Sidewalks and Curbs   | <input type="checkbox"/> |
| <input type="checkbox"/> Buildings   | <input type="checkbox"/> |
| <input type="checkbox"/> Soil report that supports engineer's design for footing                             | <input type="checkbox"/> |
| <input type="checkbox"/> Applicable distances according to 02-16 Sign Regulations                            | <input type="checkbox"/> |
| <input type="checkbox"/> For illuminated signs, all lighting information such as lumens/footcandles          | <input type="checkbox"/> |
| <input type="checkbox"/> Sign area, location, and height   | <input type="checkbox"/> |
| <input type="checkbox"/> A stamped engineered setup and placement plan                                       | <input type="checkbox"/> |

Sign complies with Naples Land Use Ordinance 02-16: Yes No

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_