

SIGN CHECKLIST

OVERVIEW

Applicants are required to sign at the end of this form indicating acknowledgement of the submittal requirements. Please upload the signature page along with your digital application.

Should you have any questions or need assistance with the building permit application process, please contact the Maitland Building Division at 407.539.6150.

GENERAL REQUIREMENTS (Wall, Freestanding, Real Estate and Temporary Signs):

- LEGAL DESCRIPTION**
- SKETCH** of lot frontage on all public streets and rights-of-way.
- SIGN LOCATION:** Indicate in feet and inches the location of the sign in relation to property lines, public rights-of-way, easements, buildings and other signs on the property.
- FREESTANDING SIGNS:** Current boundary survey or site-plan drawn to scale showing the sign dimensions and elevation, sign height, dimensions of the sign's copy area and any illumination type, placement, intensity and hours of illumination.
- DIGITAL PLANS, SPECIFICATIONS, CALCULATIONS AND**
- DETAILS,** signed and sealed by an engineer or architect licensed in Florida, specifications documenting compliance with applicable provisions of the Florida Building Code. If the sign is illuminated, the sign company must provide a statement stating that the sign illumination does not exceed 300 foot candles.
- NUMBER, TYPE, LOCATION AND SIGN COPY AREA AND HEIGHT OF ALL**
- EXISTING SIGNS** on the same premises.
- LANDSCAPE PLAN,** as applicable.
- REAL ESTATE SIGNS** applications must include the name, address, sign dimensions and location of the sign to be posted on the property. Real estate sign permits will be expedited.

SIGN CHECKLIST

MASTER SIGN PLAN REQUIREMENTS:

- A master sign plan or sign package (MSP) shall be required and approved as part of a site development plan before any signs for development requiring site plan approval are erected. All owners, tenants, subtenants and purchasers of individual units and/or outparcels within the development shall comply with the approved master sign plan.
- The master sign plan shall include:
 - The proposed general locations for freestanding signs on a lot, as well as the proposed location(s) for building signs on a building façade;
 - The types of signs proposed;
 - The maximum number, size, height, and sign copy area of all proposed signs using calculations consistent with the requirements of section 5-109 of this article;
 - Sight Distance Triangles in accordance with the Florida Greenbook and section 5-107;
 - The proposed style and color pallet for all letter colors, background colors and text font;
 - The type and description of illumination, if any, proposed for all signs;
 - Include a description of any structure (i.e., any wall or fence base) upon which a sign face is proposed to be placed;
 - Include other information required in section 5-97 for permit applications which is not listed herein.
- Prior to the issuance of a sign permit for the erection of a sign, all proposed sign plans shall be reviewed for conformity with the MSP and all applicable provisions of this article. If a proposed sign conforms to the regulations of this article and the approved MSP, such sign(s) shall be issued a permit by the community development director or designee.
- Revisions to the master sign plan or sign package that do not increase the sign area by more than ten percent will be considered to be minor and

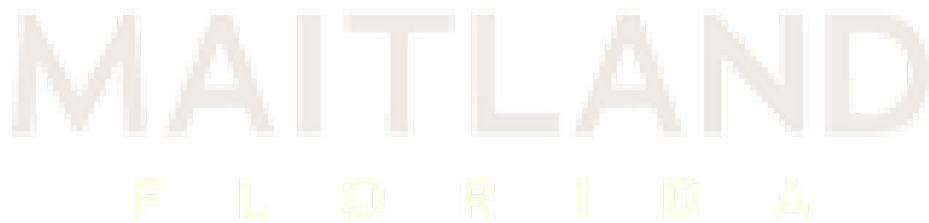
SIGN CHECKLIST

- may be permitted after review and approval by the community development director, provided that the changes are substantially consistent with the purposes and intent of the approved master sign plan/sign package and that they conform to all other applicable ordinances and regulations consistent with Chapter 7.5, L and Development Procedures.

DIGITAL PLANS, SPECIFICATIONS, CALCULATIONS AND DETAILS, signed and sealed by an engineer or architect licensed in Florida, specifications documenting compliance with applicable provisions of the Florida Building Code.

Administrative Variance Process:

The Community Development Director, or his/her designee, may grant an administrative variance of up to ten (10) percent of sign copy area, height and or setback distance in the case of unusual on-site or off-site conditions, visibility limitations, and/or abnormal sign shape or dimension. Prior to approving an administrative variance, the Community Development Director shall be satisfied that the color, design and character of the proposed signage is aesthetically complimentary to the building and surrounding environment.



SIGN CHECKLIST

As the applicant, I confirm that the application requirements above have been provided. Please indicate any items deemed not applicable and provide an explanation in the space provided below. If you need more space, please attach as a separate document:



Permit Number

Project Name or Address

Applicant Name

/ **Applicant Signature/Date**