

The City of Keystone Heights Sign Application

Date _____

Parcel No. _____

Property Address _____

Name of Property Owner _____ Phone No. _____

Name of Business Owner _____ Phone No. _____

Keystone Heights Business License No. _____

Name of Business _____

Type of Sign Requested (please check all that apply)

- Wall Mounted Sign (sign is attached to an exterior wall)
- Window Sign (display within window area. Includes decals, adhesive lettering)
- Banner, Flag, Pennant
- Free Standing Sign (free standing signs will require a of a site-plan of the parcel)
- Other _____
Please Describe

Describe how sign will be attached/erected _____

Size of Sign Face _____
(HxW)

Height of Sign _____
From ground to highest point of sign

Is proposed sign going to be lit? Yes (please submit electrical plans with permit) No

List all materials that will be used to construct sign _____

How many signs are located on parcel for this business? _____

List type and size _____

How many businesses are located on this parcel? _____

How many signs are located on parcel? _____ (please list signs and sizes)

The City of Keystone Heights Sign Application

SUBMITTALS

1. Agent Letter (required if applicant is not the property owner)
2. Copy of Deed
3. Photographs depicting all signs currently displayed on the property including wall signs, window signs, freestanding signs and awning signs.
4. Site Plan indicating the location of each existing sign on the property and the location of the proposed sign(s).
5. Construction plans for all freestanding signs including foundation details. Wind load calculations are required for all signs that exceed 30 feet in height.
6. Drawing(s) depicting the mounting details for wall mounted signs.
7. Sketch/ plan of proposed sign(s).
8. Name of contractor and contractor's license number of installer.
9. Copy of Lease Agreement (if applicant is not property owner)

Signature of Applicant _____

Keystone Heights Staff Use Only-

Property is / will be developed as a Shopping Center _____

Maximum Square Footage of Signs Permitted _____

Square Footage of Existing Signs _____

Total Square Footage of Signs incl. Proposed _____

Approved

Denied (reasons for denial attached)

Review performed by _____ date _____