



# City of High Springs

110 NORTHWEST FIRST AVENUE  
HIGH SPRINGS, FLORIDA 32643  
TELEPHONE: (386) 454-1416 Ext 230  
FACSIMILE: (386) 454-5322

## Sign Permit Application (Site Plan Required)

1. Date \_\_\_\_\_
  2. Property Owners Name \_\_\_\_\_
  3. Owners Address \_\_\_\_\_ Ph # \_\_\_\_\_
  4. Job Site Address \_\_\_\_\_
  5. Contractor \_\_\_\_\_ License # \_\_\_\_\_
  6. Contractors Address \_\_\_\_\_ Ph # \_\_\_\_\_
  7. Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_  
Parcel # \_\_\_\_\_ - - - - \_\_\_\_\_ - - - - \_\_\_\_\_
  8. Valuation of the project: \$ \_\_\_\_\_
  9. Check the sign type. Attach 2 drawings of the sign. Provide engineered foundation plan for free-standing signs that meets the standards of the 2004 Florida Building Code Section 1606 for a 110 M.P.H. wind load. Show building elevations and sign mounting details for wall signs. Provide colors of the sign if located in the Historic and/or Downtown Development District. (Site Plan Required)
    - Hanging Sign
    - Awning Sign: If checked give the width of the awning, valance, or canopy \_\_\_\_\_
    - Free Standing Sign:
    - Building Sign: If checked give the horizontal length of the building \_\_\_\_\_
    - Window or Door Sign: If checked give the square footage of the door or window \_\_\_\_\_
- Building storefront dimensions: Width \_\_\_\_\_ Height \_\_\_\_\_
- Sign Dimensions: Width \_\_\_\_\_ Length \_\_\_\_\_ Height above sidewalk \_\_\_\_\_  
(If applicable)
10. Will the sign be illuminated  Yes  No If yes, how \_\_\_\_\_
  11. What material is the sign constructed of and how is it secured? \_\_\_\_\_

(see page two for other requirements)



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**NOTE:** This form provides information to support an application for a Sign Permit from the City of High Springs, Florida, pursuant to Chapter 23, High Springs Land Development Code (LDC). Applicants are encouraged to become familiar with the specific requirements for various type signs contained in the City's Sign Ordinance, Sec. 23, LDC, which may not be referenced in this application form. Signs shall not be placed on public property or right-of-way without prior written approval of appropriate jurisdiction (City, County or State).

**EXEMPT SIGNS:** (See Sec. 23.03, LDC).

**PROHIBITED SIGNS:** The following signs are prohibited **within the city limits** (See Sec. 23.04, LDC);

- a) "Off Site" signs, **except as allowed by Sec. 23.06, 6), LDC.**
- b) Signs which move, or which appear to move;
- c) Signs using light, **other than "Illuminated signs" specifically permitted by Sec. 23.08, LDC;**
- d) Signs which emit **noise, odor, smoke or steam**
- e) "Portable Signs" (See **"Definitions", Sec. 23.01, LDC**);
- f) Signs displaying copy harmful to minors;
- g) Signs which obstruct or impair vision **of motorists, cyclist, or pedestrians.**

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**Signature of the Applicant**

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**Date**