

JACKSON COUNTY

SIGN DEVELOPMENT ORDER APPLICATION

An approved application is valid for *six (6) months*, within which time applicant must complete construction of sign and pass inspection by the Building Official. A sign completed and approved by the Official, shall be issued a permit that shall be valid for *three (3) years*. Any modifications to approved sign at any time shall require approval by the Planning Official and inspection by the Building Department (*Jackson County Codes, Sign Ordinance, Section 80-11*).

Application Date: _____ Application Received: _____

SECTION A: APPLICANT / OWNERSHIP INFORMATION

Applicant Name: _____ Phone: (____) _____ - _____

Address: _____ E-mail Address: _____

Property Owner's Name: _____ Phone: (____) _____ - _____

Address: _____ E-mail Address: _____

Sign Owner's Name: _____ Phone (____) _____ - _____

Address: _____ E-mail Address: _____

SECTION B: EXISTING SIGN DATA (if applicable)

<i>Sign Type:</i>	<i>Sign Quantity:</i>	<i>Sign Face Area:</i>	<i>Sign Height: (Ground-Top)</i>	<i>Distances from Property Lines:</i>
___ Statuary	_____	_____	_____	ROW _____ Sides _____
___ Free standing	_____	_____	_____	ROW _____ Sides _____
___ Building	_____	_____	_____	(ROW means right-of-way)

Sign Location: ___ Off-premises ___ On-premises

SECTION C: PARCEL INFORMATION FOR PROPOSED SIGN(S)

Street / Physical Address of Sign Location: _____

Parcel No.: _____

Current Use of Property: _____

Amount of Road / ROW Frontage: _____

SECTION D: PROPOSED SIGN DATA

<i>Sign Type:</i>	<i>Sign Quantity:</i>	<i>Sign Face Area:</i>	<i>Sign Height: (Ground-Type)</i>	<i>Type of Illumination:</i>	<i>Sign Clearance: (Ground-Sign bottom)</i>
___ Statuary	_____	_____	_____	_____	_____
___ Free standing	_____	_____	_____	_____	_____

Sign Location: ___ Off-premises ___ On-premises *Distance to ROW:* _____ *to Sides:* _____

For illuminated signs: Method of Operation / Control (On/Off Switch): _____
 Location: ___ Internal ___ External Lighting Color: _____
 Shaded: ___ Yes ___ No

***A sign which contains any flashing light shall be prohibited. (Jackson County Codes, Sign Ordinance, Section 80-4)**

For Free standing signs: Distance to Nearest *Off-premises* Free Standing Sign/Statuary: _____
 Distance to Nearest *On-premises* Free Standing Sign/Statuary: _____

For Building Signs:
 Quantity: _____ Total Sign Area: _____ Overall Sign Height (Ground-Top): _____
 Type of Illumination: _____ Method of Control: _____
 Area of Building Face for Sign (sqft): _____ Footage of Overhang / Extension from Building: _____

Total linear frontage (Shopping centers only): _____

OFFICIAL USE ONLY

Date Application Reviewed: _____ Application Reviewed By: _____

FEE PAID: Y N INITIAL: _____ RECEIPT # _____ DATE: _____

Sufficient: _____ Insufficient: _____

Reason for Insufficiency: _____

Current Land Use Designation: _____

Sign Type: _____	Permissible	Proposed
Number of signs allowed	_____	_____
Total sign area allowed	_____	_____
Minimum Distance from Property Lines (front, sides)	_____	_____
Sign Height	_____	_____
Illumination	_____	_____

Comments: _____

Date Application Approved: _____ Date Application Denied: _____

Date of Expiration: _____

Reason for Denial: _____

GENERAL APPLICATION SUBMITTAL REQUIREMENTS

ALL APPLICATIONS FOR SIGNS **MUST** INCLUDE THE FOLLOWING SUBMITTAL INFORMATION:

1. **PERMIT FEE:** A permit fee is required for all sign permits.
2. **PHOTOGRAPHS:** Photographs (sign location overview) of all non-exempt signs located on the same premises as the proposed sign and a reference as to each sign's physical dimensions listed in Section "B" of the permit application.
3. **COPY OF DEED:** A copy of the recorded deed (with a full legal description) of the property on which the proposed sign will be located.
4. **COPY OF LEASE / LETTER OF AUTHORIZATION:** If the property on which the sign is to be located is NOT owned by the applicant, a copy of the lease between the property owner and the applicant, as well as a notarized letter of authorization from the property owner must be provided.
5. **SITE PLAN (3 copies):** A site plan drawn to a scale of no greater than 1" = 40' must provided which shows the following information:
 - a) Identify adjacent property owners and property use;
 - b) Location of any existing sign(s) on the property including the distance from the side and front property lines to the existing sign(s)
 - c) Location of proposed sign(s) including the distance from the side and front property lines to the proposed sign(s);
 - d) Location of any building structure(s) on the site;
 - e) North arrow indication;
 - f) Identify adjacent roads/streets/highways.
6. **STUCTURAL DRAWINGS (3 copies):** A scale structural drawing of the sign must be provided which includes a cross-section drawing of the sign and details of all connections, guy lines, supports, footings and materials to be used.

As applicable, provide the following:

7. **DESIGN CERTIFICATION (2 copies):** By a State of Florida registered engineer/architect for roof signs, freestanding signs, or projecting signs over 24 sq. ft. in sign area. Certification must verify compliance with current wind load requirements.
8. **BUILDING SIGN (3 copies):** Applications *must* include a scale drawing of the building face on which the proposed sign will be located. The drawing must include the dimensions of the face, location and dimensions of the proposed sign and the height of the sign above the ground.
9. **FREE STANDING/STATUARY:** Signs *must* include a section aerial photo from Property Appraiser's office.

NOTE: Other information may be required dependent upon circumstances of sign location and basis for approval.

***If wanting to obtain a Sign Permit for a sign on DOT right-of-way, you must contact Department of Transportation, District Office, 1074 Highway 90, Chipley, Florida, (850) 638-0250.*

FEE SCHEDULE

Initial Application

Single Sign Permit

Free-standing sign on-premises -----\$ 25.00
Free-standing sign off-premises -----\$ 100.00
Building sign -----\$ 15.00

Temporary Sign Permit, Private Property -----\$ 5.00
Temporary Sign Permit, Public Property -----\$ 10.00

DEFINITIONS OF SIGN TERMS
(Jackson County Codes, Section 80-2)

Building Sign: Any sign displayed on or attached to any part of a building, as contrasted to a freestanding sign.

Free-standing Sign: Any sign supported by structure(s) or support(s) that are placed on or anchored in the ground and that are independent from any building or other structure excluding a monument sign.

Off-premises sign: Any sign advertising an establishment, merchandise, service, entertainment or business which is not conducted, produced or furnished on the same premises as the sign. For the purposes of this chapter, easements and other appurtenances shall be considered to be outside such premises and any sign located or proposed to be located in an easement or other appurtenance shall be considered on off-premises sign.

On-premises sign: Any sign which pertains to the use of the premises on which it is located.

Statuary: Any three-dimensional, man-made representation of a plant, animal or other thing intended primarily to attract attention and not intended or used to entertain or amuse customers of the business of which the statuary belongs or is part.