



# SIGNAGE CERTIFICATE APPLICATION

City of Arcadia Florida  
Community Development  
23 Polk Avenue North  
Arcadia, FL 34266  
(863) 494-4114

City Website: [arcadia-fl.gov](http://arcadia-fl.gov)

Date Stamp

Fee \$60.<sup>00</sup>

R# \_\_\_\_\_

File No. : **18** - \_\_\_\_\_ **SP**

Signage regulations are designed to ensure public safety and minimize the negative visual impacts of outdoor advertising within the City. All commercial, professional and residential zoning districts establish regulations which limit the number, size, type, placement, and appearance of all signage and signage structures. Receiving a Sign Certificate from the City is generally the first step in the approval process, followed by applying for a Building Permit from the Desoto County Building Department for the actual sign installation or construction activities for securing or powering the structure.

### APPLICANT'S INFORMATION

(Agent or Contractor)

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: (        ) \_\_\_\_\_

Email: \_\_\_\_\_

### PROPERTY OWNER'S INFORMATION

(Leave Blank if Same as Applicant)

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: (        ) \_\_\_\_\_

Email: \_\_\_\_\_

### I. Property Information

Parcel Address (if assigned): \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Street Name that Signage Will Face: \_\_\_\_\_

Is Signage for a Building with:     Single Tenant                       Multi-Tenant Building Structure

Duration of Sign Placement:     Permanent                       Temporary (No. of Days): \_\_\_\_\_

Zoning District of Subject Property: \_\_\_\_\_

Lot Frontage (in feet): \_\_\_\_\_

Building Frontage (in feet): \_\_\_\_\_

**II. Signage Details** - Please review each information block and indicate project information details:

**Type of Signage**

Ground sign

Wall sign

Awning sign

Tenant Panel

Other

\_\_\_\_\_

**Action**

Erect

Alter

Sign Copy Change

Repair

Other

\_\_\_\_\_

**Illumination**

No Lighting

Externally Lit

Internal LED

Internal Florescent

Other

\_\_\_\_\_

**Construction**

Painted

Plastic

Metal

Channel Letters

Concrete Block

High Density Foam

Light Box

Wood

Other

\_\_\_\_\_

**No. of Sign Faces**

Single Face

Double Face

**Size of Sign Structure**

\_\_\_\_\_ Height

\_\_\_\_\_ Length

\_\_\_\_\_ Width

**Sign Copy Area Size**

\_\_\_\_\_ Height

\_\_\_\_\_ Length

**III. Signage Development Standards**

**Identify All Existing Signs (if any)**

For Temporary Signs, leave blank

Total Existing Signs: \_\_\_\_\_

Total Sq. Ft. of All Signs: \_\_\_\_\_

\_\_\_\_\_ No. of Signs on Building

\_\_\_\_\_ No. of Signs on the Ground

**For Ground Signs Only**

Zoning District: \_\_\_\_\_

| City Code Standard | Your Proposed Standard         |
|--------------------|--------------------------------|
| _____ Front Yard   | _____ Front Yard               |
| _____ Front Yard   | _____ Front Yard (corner lots) |
| _____ Side Yard    | _____ Side Yard                |

**IV. Site Plan, Exhibits and Renderings** – Please attach a signage detail and site plan sheet for ALL PROPOSED signage. Identify sign orientation, size of sign (sign copy area), and size of sign structures (height, length, and width). Incomplete information may delay your application review. Refer to the Sign Code to gain a better understanding of the sign standards, sign types, presence of other on-building or on-site signs that may count against maximum number of signs or total square footage of all sign copy area that may be permitted based on zoning district allowances.

|   |  |   |
|---|--|---|
| <p><b>Planning and Zoning Review:</b></p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Denied</p> <p>_____</p> <p>Zoning Inspector Signature</p> <p>Date: _____</p> | <p><b>Utility Systems Review:</b></p> <p><input type="radio"/> Approved</p> <p><input type="radio"/> Denied</p> <p>_____</p> <p>Utility Inspector Signature</p> <p>Date: _____</p> | <p><b>Notes, Restrictions, and Permit Coordination:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|--|---|