



City of Wildwood, Florida  
 Development Services Department  
 100 N. Main St., Wildwood, FL 34785  
 Tel: 352.330.1334 Fax: 352.330.1338  
[www.wildwood-fl.gov](http://www.wildwood-fl.gov)

Staff Use Only

Fee Paid: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

## Sign Permit Application

Review Land Development Regulations (LDR) 3.24 Sign Standards **prior to submitting this application.**

### Contact Information:

Owner's Name: \_\_\_\_\_

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

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

Applicant's Name: \_\_\_\_\_

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

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

### Property Information:

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

Parcel Number(s): \_\_\_\_\_ Dimensions of Property: \_\_\_\_\_

Building Frontage: \_\_\_\_\_ Size of Sign Copy Requested: \_\_\_\_\_

Number of Existing Signs on Property: \_\_\_\_\_ Total Square Footage of Existing Signs: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ If Commercial Zoning, Which District? \_\_\_\_\_

**Required Submittal Items:** All documents listed below can be submitted electronically in PDF format.

**\*Sign Permit Application Fee - \$50.**

**NOTE:** This fee is independent of any building permit fees that may be charged by Sumter County Building Department. If application is for face change-out only, the application fee is waived, however, the application and review are still required.

#### Sign Permit Application\*

Signed and sealed boundary survey by a land surveyor or engineer, for freestanding signs including monument signs, depicting the proposed location of the sign(s).

Two (2) copies of the plans, calculations and details. **NOTE:** Some plans are required to be signed and sealed by an engineer, per the Florida Building Code.

See Page 2 for a check list of required details to be included on the sign site plan.

**If an application is being submitted by any person other than the legal owner(s) of the property a signed & notarized, Authorized Agent Form is required.**

### Required Documents & Fees

The required submittal items listed above must be included when submitting the application package. Failure to include the above supporting documentation will delay processing of your application package.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Check List of Required Details to be Included on the Sign Site Plan:

Applicant contact information: name, address, telephone, contact person's name and email.

Owner contact information: name, address, telephone, and email.

Business contact information: name, address, telephone, contact person's name and email.

Contractor contact information: name, address, telephone, and email.

Engineer contact information: name, address, telephone, and email (if applicable).

Parcel number(s) and property address.

Legal description of the property.

Dimensions of the property.

Lot frontage in linear feet, on all streets and public rights-of-way.

Building frontage in linear feet.

Number, type, location, and copy area of all existing signs on the same property. Total square footage of existing signs.

Proposed dimensions of sign(s) copy area.

Sign copy area and colors.

Indicate in feet and inches the location of the sign(s) in relation to property lines, sight triangle as defined in LDR Chapter 2, public rights-of-way, easements, overhead utility lines, other utility features and equipment, buildings, and other signs on the property.

Sign dimensions (length, width, height) and elevations, drawn to scale. For wall mounted signs, the facade elevations (windows, doors and other openings shall be depicted) with dimensions, drawn to scale.

Maximum and minimum height of the sign measured from finished grade.

Type of support and dimensions.

Materials being used.

Sign illumination (if applicable), specifying illumination type (internal or external), placement, and intensity.

Landscaping (if applicable).