



10. Is sign within a four-mile radius of an airport?  Yes – FAA approval may be required  No

**SIGN INFORMATION**

1. Identify the proposed sign type (check all that apply):

- Ground     Building     Plaza                     Canopy                     Wall
- Roof         Monument  Double-face     Single-face             Billboard
- Window     Projected     Subdivision Wall     Off-Premises Temporary
- Changeable Copy

2. Construction Type:

- Wood         Steel         Plastic         Masonry     Aluminum     Other

3. Class of Work:

- New         Addition     Alteration     Repair         Relocation

4. Setback from rights-of-way and other property lines: \_\_\_\_\_

\_\_\_\_\_

5. Distance from driveways on this property and adjacent properties: \_\_\_\_\_

\_\_\_\_\_

6. Distance from other signs on same or adjoining properties: \_\_\_\_\_

\_\_\_\_\_

7. Height of sign (*see Measurement Standards, page 5-6*): \_\_\_\_\_ ft.

8. Sign face - each face (*see Measurement Standards, page 5-6*): \_\_\_\_\_ sq. ft.

9. Replacing a non-conforming sign?  Yes – replacement value: \$ \_\_\_\_\_  No

10. For **billboard**, provide distance to nearest billboard on same side of the road (in both directions).

\_\_\_\_\_

11. For **on-premises sign**, *excluding building and temporary signs*, provide aggregate sign area for all existing and proposed sign(s) \_\_\_\_\_

12. For **off-premises temporary sign**, complete the following:

a. Permit type:         New         Renewal (annual renewal required) – Permit # \_\_\_\_\_

b. Temporary need for the sign: \_\_\_\_\_

c. Expected length of time the sign will be displayed: \_\_\_\_\_

d. Aggregate sign area for all temporary sign(s): \_\_\_\_\_ sq. ft.

e. Floor Area: \_\_\_\_\_ sq. ft.

13. For **wall sign**, identify the area of the largest wall of the building: \_\_\_\_\_ sq. ft.

14. For **window sign**, identify the area of each window displaying signs: \_\_\_\_\_ sq. ft.

**ADDITIONAL REQUIREMENTS FOR SIGN PERMIT SUBMITTALS:**

1. Site Plan showing location of sign(s), setback(s) from property lines, clear visibility triangle(s) and property dimensions.

2. Two (2) sets of sealed Engineered Sign Plans (when required).

3. Authorization letter from property owner on which sign will be placed.

4. Plan Details – Applicable details for the following need to be shown on the plan or included in the submittal package:

Illuminated         Section Thru

Connectors         Wind Design

Foundation

Electrical Amperage (Separate Service Only): \_\_\_\_\_

Sign Contract Value (\$): \_\_\_\_\_

*Sign permits will only be issued to a registered or certified general, building, electrical or electrical sign specialty contractor. \*\* Electrical sign permits issued to a general or building contractor must name an electrical or electrical sign specialty subcontractor\*\**

*Approval of this application does not waive any other applicable provisions of the Polk County Land Development Code, the Polk County Comprehensive Plan, the Polk County Utility Code which are not part of the request for this application, nor does approval waive any applicable Florida Statutes, Florida Building Code Regulations, Florida Fire Prevention Code, or any other applicable laws, rules, or ordinances, whether federal, state or local. The applicant has the obligation and responsibility to be informed of and be in compliance with all applicable laws, rules, codes and ordinances.*

I, \_\_\_\_\_ (print name), the owner of the property which is the subject of this application, or the authorized representative of owner of the property which is the subject of this application, hereby authorize representatives of Polk County to enter onto the property which is the subject of this application to perform any inspections or site visits necessary for reviewing this application. I understand that representatives of Polk County are authorized to enter any structure which has a sign affixed to the structure.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

My Commission Expires:

( ) IS ( ) IS NOT personally known to me.

Identified By: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

\_\_\_\_\_  
POINT INITIALS/ DATE

\_\_\_\_\_  
PLANS INITIALS/DATE

\_\_\_\_\_  
TECH INITIALS/DATE

FEES:

Development Review \_\_\_\_\_, Land Use \_\_\_\_\_, Sign \_\_\_\_\_, Electric \_\_\_\_\_,

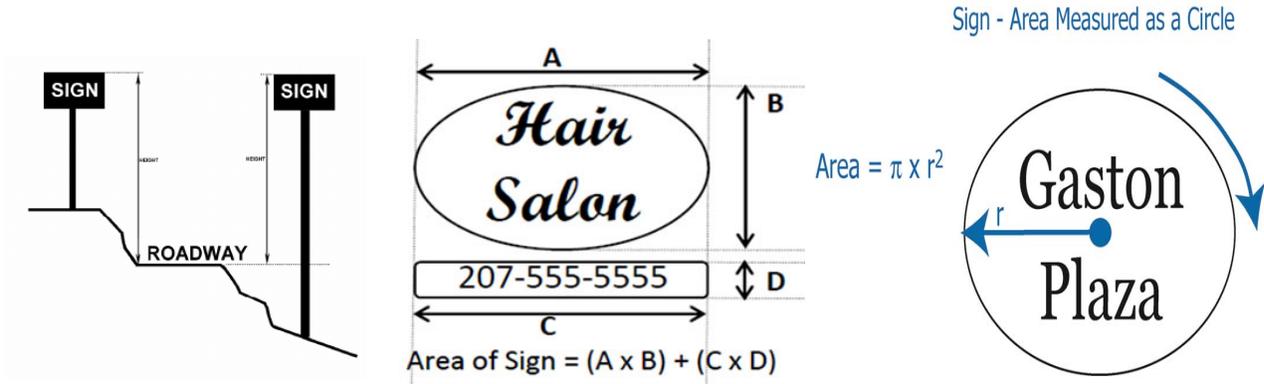
Plan Review \_\_\_\_\_, NOC \_\_\_\_\_

TOTAL \_\_\_\_\_

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# Measurement Standards – Determining Sign Area, Face and Dimensions

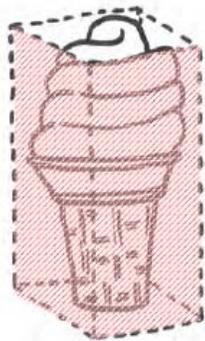
Measurement standards are created to be reasonably flexible to insure that sign messages are not unnecessarily restricted as a result of overly burdensome measurement methods. Topographical and shape irregularities are taken into consideration when measuring sign area, sign face and dimensions.



**Example:** Sign height

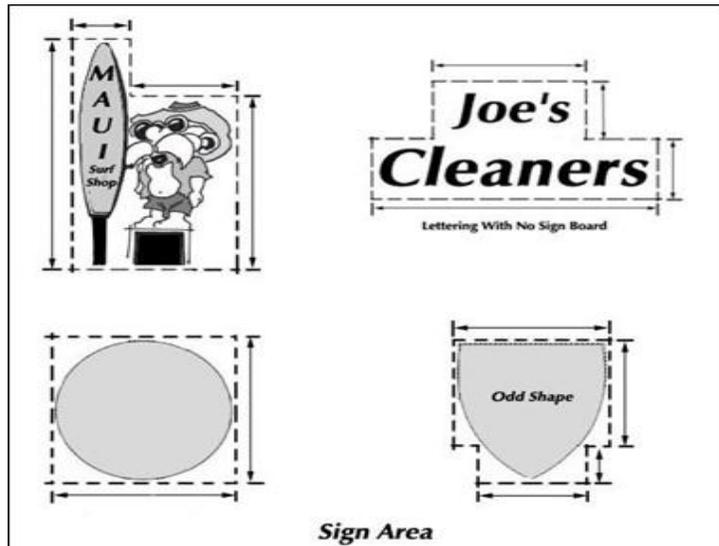
**Examples:** Sign area

### Measuring Sign Area of 3D Objects

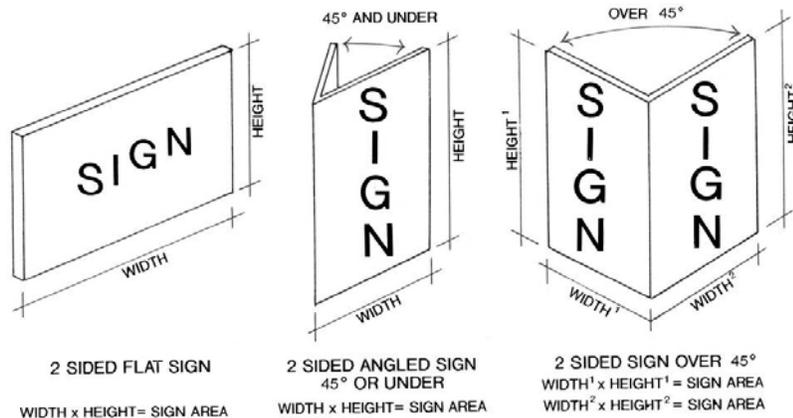


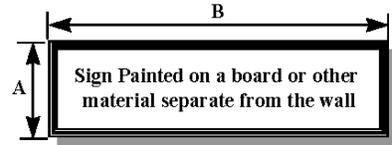
For signs that are (or include) a three-dimensional object, the sign area is the sum of two adjacent vertical faces (highlighted in red) of the smallest cube encompassing the sign or object.

**Example:** 3-D Object

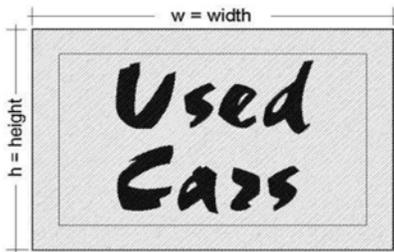
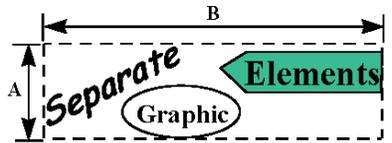
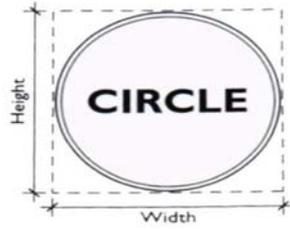
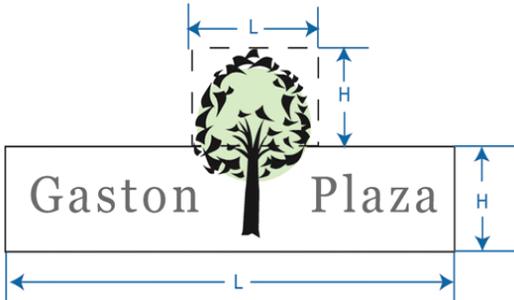


**Example:** Misc. measurements

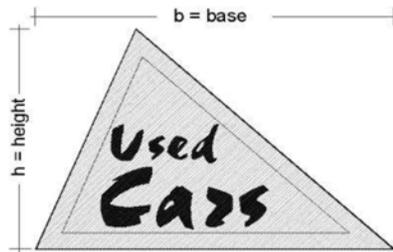




Sign with Embellishments  
Area measured as the Sum of the Rectangles



Calculating Area of a Rectangular Sign =  $h \times w$



Calculating Area of a Triangular Sign =  $1/2 (h \times b)$

$\pi = 3.14159$

EXAMPLE

r (radius) = 4 feet

Area =  $3.14159 \times 4 \text{ ft}^2$

Area = 50.265 sq ft



Calculating Area of a Circular Sign =  $\pi \times \text{radius}^2$

$\pi = 3.14159$

EXAMPLE

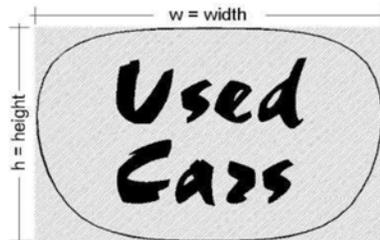
A = 3 ft B = 4 ft

Area =  $3.14159 \times A \times B$

Area = 37.699 sq ft



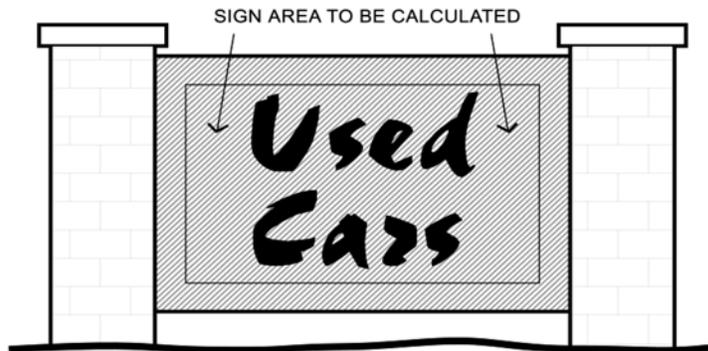
Calculating Area of an Elliptical Sign =  $\pi \times A \times B$



Calculating Area of an Irregular Sign =  $h \times w$



Calculating Area of a Sign where Copy Exceeds Sign Area = (height of copy) x (width of copy)



Examples: Miscellaneous Measurements