



Community Development Department

Planning & Zoning Division

18400 Murdock Circle | Port Charlotte FL 33948-1094

Phone: 941.743.1964 | 941.743.1201 | Fax: 941.743.1598

www.CharlotteCountyFL.gov

"Delivering Exceptional Service"

Additional Signage - Application

Incomplete applications will not be accepted.

Received By: _____ Date Received: _____

Receipt Number: _____ Permit Number: _____

The application for a permit to display one or more Additional Signs must be submitted to the Charlotte County Zoning Division least seven (7) working days prior to the beginning of the display period with the \$22.00 application fee and a complete application.

1. **Property Address:** _____
(City) (Zip)

2. **Name of Applicant:** _____
(Address) (City) (State) (Zip)

(Phone Number) / (Fax Number) / (E-mail Address)

3. **Name of Business:** _____
(Address) (City) (State) (Zip)

(Phone Number) / (Fax Number) / (E-mail Address)

4. **Property Owner(s) of Record:** _____
(Address) (City) (State) (Zip)

(Phone Number) / (Fax Number) / (E-mail Address)

5. **Owner's Authorization:** Should an applicant not be the owner of the property where the Additional signage will be displayed, the applicant must submit a notarized authorization giving the applicant the right to apply for this permit.

6. **Zoning Classification of Property:** _____

7. **Legal description of property:** Lot(s): _____ Block(s): _____
Subdivision: _____ Unit or Subsection: _____
Section(s): _____; Township: _____ (South); Range: _____ (East)

8. **Display Period:** From (date): _____ To (date): _____

Note: No more than two display periods in a calendar year. Each display period shall not exceed a maximum of 45 calendar days. Maximum total for all additional signage is 32 square feet.

9. **Site Plan:** Attach a copy of an engineered site plan or provide a hand drawn site plan of an appropriate scale, which clearly illustrates the type, verbiage, dimensions and location of all additional signage included in this application. The property lines, streets, drives, parking lots and any structures located on the property must be shown on the site plan.

COMMUNITY DEVELOPMENT DEPARTMENT

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Note: No more than two display periods in a calendar year. Each display period shall not exceed a maximum of 45 calendar days. Maximum total for all additional signage is 32 square feet.

Affidavit of Applicant

I, the undersigned, being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owners of the majority of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all sketches, data and other supplementary matters attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application may be considered, and that if I am not the owner of the property, I have attached a notarized authorization from the owner(s) to submit with this application. I further agree to abide by all requirements of the Sign regulations set forth in Charlotte County Code, Section 3-9-85.

State of _____, County of _____

The foregoing instrument was acknowledged before me, by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification and who did / did not take an oath.

Signature of Notary

Signature of Applicant

Printed Name of Notary

Commission Number

Property Owner's Consent

I, _____, property owner of _____
(print name)

do hereby give _____ permission to place the Signage, as permitted by the Charlotte County Code, Section 3-9-95, at the aforementioned location.

State of _____, County of _____

The foregoing instrument was acknowledged before me, by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification and who did / did not take an oath.

Signature of Notary

Signature of Owner

Printed Name of Notary

Commission Number



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Additional Signage Allotment Calculations

Owner must provide information below:

1. Total property frontage- Linear feet: _____

2. Total building or unit frontage - Linear feet: _____

3. Please provide number, location and square footage of all existing signs or advertising devices on property. (Square footage = length times width)

1. Sq. ft. _____ Location _____

2. Sq. ft. _____ Location _____

3. Sq. ft. _____ Location _____

4. Sq. ft. _____ Location _____

4. Please provide the following information for all proposed signs or advertising devices on property.

1. Sq. ft. _____ Location _____

2. Sq. ft. _____ Location _____

3. Sq. ft. _____ Location _____

4. Sq. ft. _____ Location _____

Please add additional signs on a blank sheet of paper.

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