



**Community Development
Zoning Division**

18400 Murdock Circle, Port Charlotte, FL 33948-1094
Building Phone: 941.743.1201 | Fax: 941.764.4907
Zoning Phone: 941.743.1964 | Fax: 941.743.1593
Zoning@CharlotteCountyFL.gov
www.CharlotteCountyFL.gov

For Office Use Only

Permit Number
20 _____
Application Date

Zoning Tech. Signature

Additional Signage – Application

Incomplete applications will not be accepted.

The application for a permit to display one or more Additional Signs must be submitted to the Charlotte County Zoning Department at 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:** _____
(Address) (City) (Zip)
2. **Name of Applicant:** _____
3. **Applicant’s Address:** _____
(Address) (City) (Zip)
4. **Applicant’s Phone Number:** _____
5. **Applicant’s E-mail:** _____
6. **Name of Business:** _____
7. **Business’s Address:** _____
(Address) (City) (Zip)
8. **Business’s Phone Number:** _____
9. **Property Owner(s) of Record:** _____
10. **Property Owner(s) of Record Address:** _____
(Address) (City) (Zip)
11. **Owner’s Authorization:** Should the 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.
12. **Zoning Classification of Property:** _____
13. **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 (forth-five) calendar days. Maximum total for all additional signage is 32 (thirty-two) square feet.
14. **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.



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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 for the Sign regulations as set forth in Section 3-9-85 of Charlotte County Code.

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 who 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, _____ (print name), property owner of _____ do hereby give permission to _____, for Additional Signage, as permitted by the Charlotte County Code, Section 3-9-85, 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 who has produced _____ as identification and who did/did not take an oath.

Signature of Notary

Signature of Property Owner

Printed Name of Notary

Commission Number

 <p>CHARLOTTE COUNTY FLORIDA</p>	<p align="center">Community Development Zoning Division</p> <p align="center">18400 Murdock Circle, Port Charlotte, FL 33948-1094 Building Phone: 941.743.1201 Fax: 941.764.4907 Zoning Phone: 941.743.1964 Fax: 941.743.1593 Zoning@CharlotteCountyFL.gov www.CharlotteCountyFL.gov</p>	<p align="center"><u>For Office Use Only</u></p> <p align="center">Permit Number 20 _____ Application Date _____ Zoning Tech. Signature _____</p>
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Additional Signage – Application

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 the property.** (Square footage = length times width)
 - a. **Sq. ft.** _____ **Location** _____
 - b. **Sq. ft.** _____ **Location** _____
 - c. **Sq. ft.** _____ **Location** _____
 - d. **Sq. ft.** _____ **Location** _____
4. **Please provide the following information for all proposed signs or advertising devices on property.**
 - a. **Sq. ft.** _____ **Location** _____
 - b. **Sq. ft.** _____ **Location** _____
 - c. **Sq. ft.** _____ **Location** _____
 - d. **Sq. ft.** _____ **Location** _____

Please add additional signs on a blank sheet of paper.

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