

<p><b>SPECIAL EVENT SIGN PERMIT APPLICATION</b></p> <p><b>TOWN OF LONGBOAT KEY PLANNING, ZONING AND BUILDING DEPARTMENT</b></p> <p>501 Bay Isles Road Longboat Key, FL 34228 Phone: 941-316-1966      FAX: 941-316-1970</p>	<p><b>OFFICE USE ONLY</b></p> <p>Approved By: _____ Date: _____</p> <p>Permit # _____ Expiration: _____</p> <p>Permit Amt: \$ _____ paid _____</p> <p>Issue Date: _____ Receipt _____</p>
---	---

All signs placed and installed within the Town of Longboat Key shall be in compliance with Chapter 156 Signs of the Town of Longboat Key Code of Ordinance. Please refer to the code for specific standards, prohibitions, and permitting regulations.

Name of not-for-profit organization: \_\_\_\_\_  
 Description of event: \_\_\_\_\_

Location/address of event: \_\_\_\_\_  
 Business Name (if applicable): \_\_\_\_\_  
 Name of Tenant (if applicable): \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ to \_\_\_\_\_  
 Date(s) sign(s) will be displayed (cannot exceed seven consecutive days): \_\_\_\_\_ to \_\_\_\_\_

If requesting an off-premise sign, check the appropriate box below:

- South end of the key/Quick Point Park (site 1)      [decal # \_\_\_\_\_]
- Bicentennial Park/Bay Isles Road (site 2)      [decal # \_\_\_\_\_]
- North end of the key (site 3)      [decal # \_\_\_\_\_]

***Signs place in the Town or FDOT rights-of-way is strictly prohibited unless they are required by the Town of Longboat Key Police Department in conjunction with a Public Forum/Special Event permit as required by Chapter 92 of the Town Code of Ordinances and are specifically signs that are limited to pedestrian or traffic safety messages. The Police Chief or his designee must provide in writing specific details and locations of what and where the safety signage is being required. A photocopy of the Police Department's written requirement must accompany this sign permit application.***

**Applicant:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Street: \_\_\_\_\_ Other: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Street: \_\_\_\_\_ Other: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**These signs shall be limited to six feet in width and three feet in height.  
 The sign may only "announce" the special event and not used to provide other  
 information or advertisement, unless mandated by the Police Department.**

**Applicant Agreement and Acknowledgement:**

Applicant agrees to indemnify and hold harmless the Town for any and all liability, expenses, loss, or damage, including reasonable attorneys fees and costs, which may result from any claim, demand, action, or judgment against the Town arising from 1) failure of the Applicant, or those acting at the direction of or on behalf of the Applicant, to conform to the ordinances of the Town of Longboat Key, Florida; or 2) installation or maintenance of the sign, for which this application is made, by the Applicant or those acting at the direction or on behalf of the Applicant.

I, \_\_\_\_\_, the applicant, acknowledge that I have read the provisions of the Town's Sign Code (Chapter 156) including, but not limited to, Placement Standards of Signs. Applicant assumes all responsibility for violations of the Sign Code. Signs placed in violation of the Placement Standards are subject to immediate removal and disposition by the Town without further notice.

I have the written consent of the real property owner which is required:

Yes

No , if no, then the property owner must sign this application as provided below

Signature of the Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner Authorization:**

I, \_\_\_\_\_, the real property owner of the above referenced property, hereby authorize \_\_\_\_\_ to act on my behalf to apply for and obtain a sign permit in accordance with the provisions of the Town of Longboat Key Sign Code.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Town Manager Authorization:**

Signature of this form serves as written authorization from the Town Manager to permit the installation of the temporary sign for special events in the Town of Longboat Key as described within this application and any attached application materials.

Signature of Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**SIGN PERMIT APPLICATION**

- 1) Who Must Apply: For all signs not specifically exempted or prohibited, the real property owner or his authorized agent shall submit an application on forms furnished by the town, together with applicable fees. If the applicant is not the owner, then written consent of the real property owner is required.
- (2) The Application: Each application shall contain an agreement to indemnify and hold the town harmless for all damages, demands, or expenses caused by the sign or sign structure. The application shall be filed in triplicate and may require the following information, depending upon the type of sign requested:
  - (a) The name, address and telephone number of the real property owner, lessee (if applicable) and sign contractor (if applicable). If the applicant is not the owner, then written consent of the real property owner is required;
  - (b) The legal description, boundary survey, parcel identification number, and the street address of the property upon which the sign is to be placed;
  - (c) Plot plans, site plans or survey showing the location(s) of the existing and/or proposed sign(s), building, parking, streets, driveways, rights-of-way, easements, property lines, overhead utilities and applicable intersection visibility standards;
  - (d) Drawings or photographs of the proposed sign and sign structure including the proposed text and graphics to be on the signs, footings, dimensions, height, setbacks, clearances, spacing, size of sign face, sign area, colors, and elevation of building walls (if applicable);
  - (g) For all off-premises signs written permission from the property owner for which the off-premises sign is to be placed.
  - (f) For temporary signs in conjunction with a temporary use permit or public forum/special event permit, a photocopy of the approved related permit must accompany this permit application.