

## **GENERAL APPLICATION SUBMITTAL REQUIREMENTS**

### **ALL APPLICATIONS FOR ON-PREMISE SIGNS MUST INCLUDE THE FOLLOWING SUBMITTAL INFORMATION:**

1. PERMIT FEE: A permit fee of \$100.00 is required for all on-premise sign Permits. Fees shall be paid in the form of a check made payable to BAY COUNTY PLANNING AND ZONING DIVISION, 634 Mulberry Ave., Panama City, FL. 32401.
2. COPY OF DEED: A copy of the deed (with a full legal description) of the Property on which the proposal sign will be located.
3. COPY OF LEASE/LETTER OF AUTHORIZATION: If the property on which the sign is to be located is not owned by the applicant, a copy of the lease between the property owner and the applicant, as well as a notarized letter of authorization from the property owner must be provided.

### **APPLICATIONS FOR GROUND SIGNS, DIRECTIONAL SIGNS, AND SIGN STATUARY MUST INCLUDE THREE (3) SETS OF THE FOLLOWING SUBMITTAL INFORMATION:**

4. SITE PLAN: A site plan drawn to a scale of no greater than 1"=40' must be provided which shows the following information.
  - a) Dimensions of the property on which the sign is located;
  - b) Location of any existing sign(s) on the property including the distance from the side and front property lines to the existing sign(s);
  - c) Location of proposed sign(s) including the distance from the side and front property lines to the proposed sign(s);
  - d) Locations of any building structure(s) on the site;
  - e) North arrow indication.
5. STRUCTURAL DRAWINGS: A scale structural drawing of the sign must be Provided which includes a cross-section drawing of the sign and details of all connections, guy lines, supports, footings, and materials to be used.

### **APPLICATIONS FOR BUILDING SIGNS MUST INCLUDE THREE (3) SETS OF THE FOLLOWING SUBMITTAL INFORMATION:**

6. DRAWING OF BUILDING FAÇADE: A scale drawing must be provided of the Building façade on which the proposed sign will be located. The drawing must include the dimensions of the façade, location and dimensions of the proposed sign and height of the sign above the ground.