

CITY OF OVIEDO

Planning & Development ▪ 400 Alexandria Blvd ▪ Oviedo, FL 32765 ▪ 407-971-5775

TEMPORARY SIGN PERMIT/ RESIDENTIAL APPLICATION

Application Date _____ PERMIT NO. _____ EXPIRATION DATE _____

TYPE OF SIGN(S): ___Garage Sale ___Residential Open House ___Estate Sale
___Other (Please state)

APPLICANT(S) NAME: _____
Owner ___ Renter ___ Other _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

EVENT START DATE: _____ EVENT END DATE: _____

NUMBER OF SIGNS: _____ SIZE OF SIGNS: _____

ADDRESS/LOCATION OF SIGN(S) _____

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THE APPLICATION:

- TEMPORARY SIGN PERMIT APPLICATION COMPLETED IN FULL
- IDENTIFY ALL SIGN(S) (DIMENSIONS, LOCATION, ETC.)
- NUMBER OF SIGN(S) REQUESTED
- LAYOUT PLAN SHOWING LOCATION OF SIGN(S) INCLUDING SETBACKS
- DATES REQUESTED FOR SIGNAGE
- LETTERS OF PERMISSION FROM PROPERTY OWNERS/HOA's

I hereby certify to the best of my knowledge and belief that all information submitted with this application is true and accurate. If the applicant is someone other than the property owner, a statement signed by the property owner, which authorizes the applicant to apply for this specific purpose at this specific location, must be attached to the application.

- Owner of record for the property described herein.
- Authorized Agent (authorization attached)

Signature

Date

TEMPORARY SIGNAGE/RESIDENTIAL

In the R-CE, R-1AAA, R-1AA, R-1A, R-1, R-2, R-3, and residential uses within the A, R-P, PUD and DMUD zoning districts:

- A. All temporary sign applications must be complete before the approving authority is required to consider the application. The Applicant is required to complete all parts of this application properly and completely in order for staff to begin processing the requested Temporary Sign Permit/Residential. Insufficient applications will not proceed.
- B. Signage for residential open houses, garage sales, yard sales, estates sales, and other residential events may be permitted through the issuance of a Temporary Sign Permit/Residential. **A separate sign permit shall not be required.** The term of the temporary sign permit shall be a maximum of seventeen (17) days. A maximum of two (2) special event permits may be issued for a single property. If a property's ownership changes, the new property owner may also be eligible to obtain two (2) special event permits.
- C. A temporary sign permit shall be required for each event. If the applicant is not the property owner, the application shall include a letter from the property owner authorizing the applicant to submit the application. In no event will the City permit a sign without a letter of authorization from the property owner.
- D. The City shall advise the applicant of the need for revisions or approval/denial of the permit application within fourteen (14) days of the submittal of the application provided the application does not require a policy decision by the City Council.
- E. The temporary sign permit shall authorize the installation of a maximum one (1) on-site free standing sign and two (2) off-site directional signs. The off-site directional signs shall be placed on private property. The applicant shall provide a letter signed and dated from each property owner/HOA granting the applicant permission to place an off-site directional sign on the property. A maximum of three (3) off-site directional signs may be placed on a single property during any one (1) weekend.

On-site Sign

- 1. Maximum Sign Area – six (6) square feet
- 2. Maximum Sign Height – four (4) feet as measured from the grade of the land at the base of the sign to the highest point of the sign
- 3. Minimum Front Setback – five (5) feet
- 4. Minimum Side Setback – ten (10) feet

Off-site Directional Signs

- 1. Maximum Sign Area for off-site directional signs – three (3) square feet
- 2. Maximum Sign Height for off-site directional signs – three (3) feet as measured from the grade of the land at the base of the sign to the highest point of the sign
- 3. Minimum Front Setback – five (5) feet
- 4. Minimum Side Setback – ten (10) feet

- F. A City issued sticker depicting at a minimum the temporary sign permit number and expiration date will be affixed to each sign.
- G. Signs must be removed after the Temporary Sign Permit/Residential has expired.

Signs erected prior to the issuance of a temporary sign permit and signs not removed by the expiration date specified on permit will be subject to formal Code Enforcement action.