

**FOR OFFICE USE ONLY:**

Date: \_\_\_\_\_  
Permit No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_



400 ALEXANDRIA BOULEVARD • OVIEDO, FLORIDA 32765

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**CITY OF OVIEDO  
SPECIAL EVENT PERMIT APPLICATION  
TEMPORARY SIGNAGE PERMIT APPLICATION  
PER ORD.NO. 1457**

**1. GENERAL INSTRUCTIONS AND INFORMATION:**

- A) All special event 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 Special Event Permit. Insufficient applications will not proceed.
- B) The application must adhere to Ordinance No. 1457.
- C) Signage for residential open houses, garage sales, yard sales, estates sales, and other residential events may be permitted through the issuance of a special event permit. **A separate sign permit shall not be required.** The term of the special event permit shall be a maximum of fifteen (15) 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. There is no application fee for temporary signage for Oviedo residents and property owners.
- D) Signs must be removed after the "Special Event Permit/Temporary Sign Permit" has expired.

**2. APPLICANT/PROPERTY OWNER CONTACT INFORMATION:**

APPLICANT(S) NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**PROPERTY OWNER(S) NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**3. SIGN DETAILS:**

TYPE OF SIGN(S):     Residential Open House     Garage Sale     Estates Sale  
                                  Other (Please state)

\_\_\_\_\_

EVENT START DATE: \_\_\_\_\_ EVENT END DATE: \_\_\_\_\_

PARCEL ID #: \_\_\_\_\_  
(where sign is to be located)

ADDRESS: \_\_\_\_\_  
(where sign is to be located)

GENERAL LOCATION OF SIGN(S): \_\_\_\_\_

NUMBER OF SIGN(S): \_\_\_\_\_

SIZE OF SIGN(S) *(Include Dimensions and Total Square Feet)*: \_\_\_\_\_

SIGN(S) SETBACKS: *(A distance from the right of way or property line)*  
\_\_\_\_\_

**4. THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THE APPLICATION:**

SPECIAL EVENT PERMIT APPLICATION COMPLETED IN FULL

PARCEL ID #

TYPE OF SIGN(S)

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

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 PER ORDINANCE NO. 1457**

### **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. Signage for residential open houses, garage sales, yard sales, estates sales, and other residential events may be permitted through the issuance of a special event permit. **A separate sign permit shall not be required.** The term of the special event permit shall be a maximum of fifteen (15) 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.
- B. A special event permit shall be required for each weekend event. If the applicant is not the property owner, the application shall include a letter from the property owner authoring the applicant to submit the application.
- C. The City shall advise the applicant of the need for revisions or approval or 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.
- D. The special event 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. A maximum of three (3) off-site directional signs may be placed on a single property during any one (1) weekend. The applicant shall provide a letter signed and dated from each property owner granting the applicant permission to place an off-site directional sign on the property.
- E. A City issued sticker depicting at a minimum the special event permit number and expiration date will be affixed to each sign.
- F. 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
- G. 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

**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.**