



SIGN PERMIT APPLICATION

City of Williston, Florida ♦ Planning & Zoning Department
 50 NW Main Street ♦ Williston, FL 32696 ♦ 352-528-3060 ♦ www.willistonfl.org

Applicant/Contact Info: [Name / Email]		Date Received		Permit Application #	
Contractor (Company Name)				Phone	
Company Address			City	State	Zip
License Holder		State License No.			
Property Owner's Name				Phone	
Property Owner's Address			City	State	Zip
Job Address			Tax Parcel No.		

Existing Sign Information [attach additional sheets if necessary]

	EXISTING SIGN TYPE (i.e., freestanding, monument, wall mounted, directional, etc.)	Sign Height (feet)	Single-face (SF) or Double-face (DF)	Sign Area (sq. ft.)	To Be Removed?	
					Yes	No
1					<input type="checkbox"/>	<input type="checkbox"/>
2					<input type="checkbox"/>	<input type="checkbox"/>
3					<input type="checkbox"/>	<input type="checkbox"/>
4					<input type="checkbox"/>	<input type="checkbox"/>

Proposed Sign Information [attach additional sheets if necessary]

	PROPOSED SIGN TYPE (i.e., freestanding, monument, wall mounted, directional, etc.)	Sign Height (feet)	Single-face (SF) or Double-face (DF)	Sign Area (sq. ft.)	Electric/ Illuminated?	
					Yes	No
1					<input type="checkbox"/>	<input type="checkbox"/>
2					<input type="checkbox"/>	<input type="checkbox"/>
3					<input type="checkbox"/>	<input type="checkbox"/>
4					<input type="checkbox"/>	<input type="checkbox"/>

SUBMITTAL REQUIREMENTS

Submit the following:

1. Two (2) copies of drawings of the sign(s), showing the dimensions and the content, including detailed description of hardware being used and support member details.
2. Two (2) copies of a plot plan or survey showing the sign(s) location with the applicable property and/or building set-back information.
3. If an electrical sign, all electrical information (i.e. size of circuit, size of wire, location of disconnect).
4. Free standing signs require signed and sealed engineering drawings verifying the wind load design and capacity.
5. If the sign is attached to the building, drawings shall include a detailed description of the attachment, including type of hardware being used that complies with the wind load capacity.
6. Letter of authorization from the property owner allowing the sign(s) installation.

IN CONSIDERATION OF GRANTING THIS REQUESTED PERMIT, I/WE DO HEREBY AGREE THAT I/WE WILL IN ALL RESPECTS CONSTRUCT THE WORK IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS SUBMITTED AND WITH THE INFORMATION CONTAINED IN THIS APPLICATION AS FILED, AND IN COMPLIANCE WITH ALL APPLICABLE LAWS AND ORDINANCES OF THE CITY OF WILLISTON.

Signature of Contractor/Agent _____ Printed Name _____ Date _____

**Value of Work: \$ _____

**Construction valuation shall include total value of work, including materials and labor, for which the permit is being sought.

(FOR OFFICE USE ONLY)

STAFF REVIEWS	APPROVALS		COMMENTS / REMARKS:	PERMIT FEES	
	INITIALS	DATE			
Zoning			_____	Sign Permit	\$ _____
Building			_____	Plan Review	\$ _____
Other _____			_____	State Surcharges	\$ _____

SITE PLAN

Note: This form may be replaced by comparable form that contains detail according to numbered items below.

Site Plan For: _____

Lot: _____

Block: _____

Subdivision: _____
(Platted or Unrecorded)

Parcel Zoning: _____

Setbacks (in ft.): Front _____ Side _____ Rear _____ Property Size _____

Scale Used 1" = _____

- A. Indicate subdivision name, lot and block numbers (or letters) or parcel number if unrecorded subdivision. (Information can be found on deed or tax bill.)
- A. Dimensions of the property.
- B. Location of all existing and proposed structures.
- C. Setbacks from all property lines to existing and proposed structures.
- D. Location of all roads and right-of-ways (including center lines) in relation to the property.
- E. A directional arrow indicating North.
- F. The scale used for the site plan (such as 1" = 30')
- G. Septic, drain field, and well location on the proposed building site. If any one of these locations is within 75 feet of the property line, then the site plan must encompass those areas adjoining the proposed building site indicating location of property's septic, drain field and well location.
- H. Location of all natural and manmade surface waters (i.e., lakes streams, canals, wetlands, etc.).
- I. Location of proposed and/or existing water lines and meters.
- J. Location of driveways and sidewalks.
- K. Location of LP tanks, size, type. Distance from tank to structure. Distance from all external ignition sources, i.e. air conditioner.

Permit Number _____
Parcel ID Number _____

NOTICE OF COMMENCEMENT

State of Florida
County of Levy

THIS AREA IS RESERVED FOR CLERK OF THE COURT CERTIFICATION

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this **NOTICE OF COMMENCEMENT**.

1. Description of property (legal description): _____

a) 911 Street (*job*) Address: _____

2. General description of improvements: _____

3. Owner Information or Lessee information if the Lessee contracted for the improvement:

a) Name and address: _____

b) Name and address of fee simple titleholder (if different than Owner listed above) _____

c) Interest in property: _____

4. Contractor Information

a) Name and address: _____

b) Telephone No.: _____ Fax No.: (optional) _____

5. Surety (if applicable, a copy of the payment bond is attached)

a) Name and address: _____

b) Telephone No.: _____

c) Amount of Bond: \$ _____

6. Lender

a) Name and address: _____

b) Telephone No.: _____

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

a) Name and address: _____

b) Telephone No.: _____ Fax No.: (optional) _____

8.a. In addition to himself or herself, Owner designates _____ of _____
to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.

b) Phone Number of Person or entity designated by Owner: _____

9. Expiration date of notice of commencement (the expiration date may not be before the completion of construction and final payment to the contractor, but will be 1 year from the date of recording unless a different date is specified): _____, 20

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Under penalty of perjury, I declare that I have read the foregoing notice of commencement and that the facts stated therein are true to the best of my knowledge and belief.

(Signature of Owner or Lessee, or Owner's or Lessee's (Authorized Officer/Director/Partner/Manager)

(Print Name and Provide Signatory's Title/Office)

The foregoing instrument was acknowledged before me this _____ day of _____, 20

by _____ as _____ (type of authority, e.g. officer, trustee, attorney in fact)

for _____, as _____ (type of authority, e.g. officer, trustee, attorney in fact)

for _____ (Name of Person) _____ (name of party on behalf of whom instrument was executed).

Personally Known Produced ID
Type of ID _____

Notary Signature _____
Print name _____

NOTARY STAMP