



Town of St. Leo

P.O. Box 2479, 34544 County Road 52

Saint Leo, Florida 33574

Phone: 352-588-2622

Fax: 352-588-3010

TownClerk@TownofStLeo.org

www.TownofStLeo.org

Sign Permit Application

DATE SUBMITTED _____

All applications are to be filled out completely and correctly, and submitted in person (no fax or deliveries) to the Town Clerk by the scheduled deadline date. The applicant, by filing this application agrees he/she will comply with all requirements of the Town of St. Leo Land Development Code (LDC).

IT IS INCUMBANT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE OR INCORRECT INFORMATION MAY INVALIDATE THE APPROVAL.

Applicant (title holder[s]) _____

Applicant's Address _____

Phone _____ Fax _____ Email _____

Representative (Affidavit of Authorization /Ownership is required) _____

Phone _____ Fax _____ Email _____

Architect/Engineer/Planner/ Contractor _____

Address _____

Phone _____ Fax _____ Email _____

Date Property Title Obtained _____ Parcel # _____

Legal Description _____

Property Address _____

ZONING DISTRICT FOR PROPOSED SIGN:

TYPE OF SIGN:

___ Residential

___ Permanent

___ Business

___ Temporary

___ Institutional

___ Illuminated

___ Agricultural

___ Permanently Open Space

SIGN SPECIFICATIONS _____

CONTRACTOR _____ TELEPHONE _____

ADDRESS _____

EMAIL _____ FAX _____

INCLUDE IN APPLICATION:

1. A scaled or dimensional drawing of the proposed sign (including sign height, design features, area, text and/or logo), mounting sign setbacks from all streets and property boundaries, and any additional information deemed necessary by the Town Commission or its designee to adequately review the sign permit application

2. A Certificate of Liability & Workers Compensation Insurance listing the Town of St. Leo as an additional insured

FEE: The applicant will be billed a \$50.00 application fee and for the actual expenses related to the Town of St. Leo's Attorney, Planning Consultant and other Town of St. Leo staff review of the application. This may include, but is not limited to: cost of public notices, time spent reviewing the application for completeness, site inspection(s), preparing a report to the Town Commission, telephone conversations and/or written correspondence to the applicant and others, attending any meetings with the applicant and attending public hearings. The Town Commission may request an advanced partial payment based on an estimate of the Planning Consultant and Attorney fees and expenses.

Signature of Title Holder(s)/Owner(s) _____

St. Leo Signature for Approval _____ Date _____

Date \$50.00 Application Fee Paid _____ Associated Fee Total \$ _____ Date Associated Fees Paid _____