



## Walton County Planning and Development Services

31 Coastal Centre Boulevard, Suite 100  
Santa Rosa Beach, Florida 32459  
Phone 850-267-1955  
Facsimile 850-622-9133

47 N 6<sup>th</sup> Street  
DeFuniak Springs, Florida 32433  
Phone 850-892-8157  
Facsimile 850-892-8162

### MASTER SIGN PERMIT APPLICATION

A separate application form must be filled out for each individual sign request. Please submit the application form and other submittal requirements in person to Planning and Development Services. Please call (850)622-1457 or (850)267-1955 if you have questions or require additional information.

Date of Application: \_\_\_\_\_

#### SIGN LOCATION

\*PARCEL I.D. #: \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

**\*(NOTE: The "Parcel Identification Number" is also known as a Tax Identification Number. It is an eighteen digit numerical code used for record storage that also serves as an abbreviation of the property's legal description. It can be located on tax records or obtained through the Property Appraiser's Office. (THIS IS REQUIRED TO PROCESS YOUR REQUEST.)**

Name of Business: \_\_\_\_\_

Street Address: \_\_\_\_\_

Name of Shopping Center (if applicable): \_\_\_\_\_ UNIT #: \_\_\_\_\_

Driving Directions to Site from nearest major intersection \_\_\_\_\_

Is the building for the proposed sign located along US 98, US 331, CR 83, CR 283, CR 393, CR 395 or CR 30-A?

YES  NO

#### APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Per Section 13.02.05.07 Walton County Land Development Code, *all multiple occupancy complexes of four or more units are required to submit a master signage plan to the Design Review Board for all types of signage that are visible from Highway 98 or Highway 331. —note: if individual units are to be sold include in the master signage plan submittal deed restrictions or covenants*

**All master signage plans will include the following:**

- **Master Sign Plan application fee of \$250 check made payable to Walton County**
- Cover letter
- 4 –11x17 color copies of the sign elevations
- 4—11x17 copies of the site plan or survey to indicate location of the proposed signage (monument, building (building elevations), directory, kiosks, etc.)
- sample copy of the tenant lease agreement enumerating the master signage plan & stipulating compliance as a condition of the lease
- list all materials to be used, maximum copy area(square feet & percentage), maximum size(square feet), quantity, 911 address, illumination
- location for anchor stores, (if applicable), must be identified, the applicant may designate one anchor store for each 25,000 square feet of building floor area of the project, copy area for not more than two (2) anchor stores may be located on main identification signs

Information may be reviewed using the internet address:

Land Development Code 13.02.05.07 Master Signage Plans

**STAFF USE ONLY**

BUILDING PERMIT # \_\_\_\_\_ DATE ISSUED \_\_\_\_\_ PERMIT FEE \_\_\_\_\_  
DO # \_\_\_\_\_ DATE ISSUED \_\_\_\_\_ PERMIT FEE \_\_\_\_\_  
CLERK \_\_\_\_\_

<input type="checkbox"/>	APPROVED	_____	_____
		Planning Department Official	Date
<input type="checkbox"/>	APPROVED	_____	_____
		Design Review Board Project Manager (if Required)	Date
<input type="checkbox"/>	DISAPPROVED	_____	_____
		Building Official (signature required for signs that meet wind load requirements of the Florida Building Code)	Date

## SUBMITTAL CHECKLIST

The information below shall be submitted in person to the Processing Department in the South Walton County Courthouse Annex building for processing (for scenic corridor only; all other sign applications will be submitted and processed through the Building Department)

**NOTE: THE APPLICATION MUST BE COMPLETELY FILLED OUT AND ALL REQUIRED MATERIALS MUST BE SUBMITTED OR IT WILL NOT BE PROCESSED**

Original plus one copy each of:

- Completed Sign Permit Application
- Proof of ownership or a copy of a lease agreement
- A **color** representation of the plans or specifications **drawn to scale** for the sign, which includes the following:
  - The scale of the drawing
  - Dimensions of the sign (height, width, aggregate square footage of the sign and copy area)
  - Sources of illumination
  - Colors and finish materials of the sign and copy area
  - Method of construction and attachment to the building or the ground
- Additional requirements for ground sign applications:
  - The location of the sign relative to the property lines, rights-of-way, streets, alleys, sidewalks, vehicular access and parking areas, utilities and other existing ground signs on the parcel. **(NOTE: The information submitted must be presented in a scalable format and the scale must be clearly indicated.)**
  - Ground signs that are 10 or more feet in height or 100 or more square feet must be designed and certified by a Florida registered Engineer.
- Additional requirements for building sign applications:
  - A building elevation or other documentation indicating the building dimensions. **(NOTE: The information submitted must be in a scalable format and the scale must be clearly indicated.)**
  - The number, sizes, type, and location of all existing signs on the same parcel or unit. **(NOTE: A single business unit in a multiple occupancy complex shall only be required to delineate the signs of that unit.)**
  - Building signs that are more than 100 square feet in area must be designed and certified by a Florida registered Engineer.

Signage regulations can be found in Chapter 7 of the Walton County Land Development Code. Additional regulations for signs located along the Scenic Corridors of Walton County (US 98, US 331, CR 83, CR 283, CR 393, CR 395 and CR 30-A) are found in Chapter 13 of the Land Development Code. **All signs for US98/US331 must be approved by the Walton County Design Review Board (DRB) prior to the issuance of a permit. Fourteen (14) copies of the items in order as listed above must be submitted to the DRB for review. The DRB meets the first Thursday of each month. Applications must be submitted thirty (30) days in advance for consideration at the following month's DRB board meeting. The owner or owner's agent is required to be present at the meeting.**

