

## APPLICATION FOR SANDWICH BOARD SIGN

CITY OF NEPTUNE BEACH BUILDING DEPARTMENT  
116 FIRST STREET  
NEPTUNE BEACH, FLORIDA 32266-6140  
PH: 270-2400 ext. 4 FAX: 270-2432  
[BLDGCLERK@NBFL.US](mailto:BLDGCLERK@NBFL.US)

***Section 27-584.A Allows Sandwich Board signs under certain conditions. This is a calendar year permit and must be applied for each year.***

Date Filed:	Zoning District:	Real Estate Parcel Number:
Name of property owner: _____ Address of property owner: _____ _____ Daytime telephone # _____ e-mail address _____		Name of Business: _____ Address of Business: _____ _____ Daytime telephone # _____ e-mail address _____
<b>Attach a diagram and description of the sandwich board sign. Including dimensions of proposed sign and a site plan with dimensions showing the location of the sign. The sign can NOT be placed on city right-of-way. The site plan shall be accurate and to scale but need not be prepared by a licensed design professional.</b>		

The following are the regulations that must be followed (the business owner must initial by each to indicate that you have read and understand the regulations):

- 1) Sandwich board signs require a yearly sign permit prior to the placement of the sign. \_\_\_\_\_
- 2) The total sandwich board signs shall be no larger than 24 inches in width and 44 inches in height and no materials such as papers, balloons, windsocks, etc, may be added or other items prohibited by the code. The height of such signs may not be artificially increased above the allowed maximum by placing material underneath the base of such sign. \_\_\_\_\_
- 3) No more than one sandwich board sign per business. \_\_\_\_\_
- 4) A sandwich board sign may be placed no closer than 10 feet from another such sign and can not block parking spaces, doors or any required ADA routes. \_\_\_\_\_
- 5) Sandwich board sign shall not be placed in the public right-of-way, in any parking space or drive isle. \_\_\_\_\_
- 6) Sandwich board signs can only be used during the hours when the business is open to the public and must be brought in at the close of business or in the event of high wind conditions. \_\_\_\_\_

- 7) Sandwich board sign shall not be placed as to obstruct vehicular traffic sight. \_\_\_\_\_
- 8) No sandwich board sign shall contain foil, mirrors, bare metal or other reflective materials which could create hazardous conditions to motorist, bicyclist or pedestrians. \_\_\_\_\_
- 9) No sandwich board sign shall swing, rotate, twirl or contain any moving parts. \_\_\_\_\_
- 10) Sandwich board sign shall not contain lights of any kind. \_\_\_\_\_

**Sandwich board signs placed in violation of the items listed above will result in immediate removal of the sign and the sandwich board sign permit privileges shall be revoked for the remainder of that year.**

A permit shall not be transferred to a subsequent owner upon the sale of an establishment but shall expire automatically upon the sale of the establishment. The subsequent owner shall be required to reapply for a permit pursuant to Section 27-584.A if the subsequent owner wishes to continue the use of the sandwich board sign.

**I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THIS APPLICATION. THAT I AM THE PROPERTY OWNER WITH AUTHORITY TO MAKE THIS APPLICATION, AND THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION, INCLUDING THE ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I HEREBY APPLY OR AUTHORIZE THE BUSINESS OWNER TO APPLY FOR A PERMIT FOR A SANDWICH BOARD SIGN AS REQUESTED.**

PRINT NAME (S) OF PROPERTY OWNER (S)

PRINT ADDRESS OF PROPERTY OWNER

\_\_\_\_\_

\_\_\_\_\_

Signature of property owner

Date

**I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THIS APPLICATION. THAT I AM THE BUSINESS OWNER WITH AUTHORITY TO MAKE THIS APPLICATION, AND THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION, INCLUDING THE ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I HEREBY APPLY FOR A PERMIT FOR A SANDWICH BOARD SIGN AS REQUESTED.**

PRINT NAME (S) OF BUSINESS OWNER (S) \_\_\_\_\_

Signature of business owner

Date

**COST OF PERMIT IS \$25.00 PER YEAR**