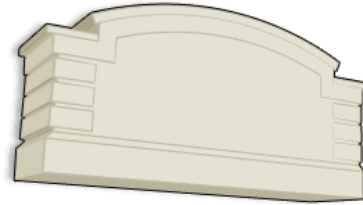


Sign Permit Application Checklist

- ✓ Applicant has applied for an Local Business Tax Receipt (LBT) prior to the release of a sign permit
- ✓ A Sign Permit Application form is completed and submitted with all of the following:
- ✓ Letter of authorization from the property, building, and/or authorized agent
- ✓ Two (2) complete set of drawings showing:
 - ✓ New sign details;
 - ✓ Location;
 - ✓ Size;
 - ✓ Dimensions;
 - ✓ Depth of letters;
 - ✓ Square footage and;
 - ✓ Sign material
- ✓ Total signage to include type and square footage MUST be calculated when replacing or adding to signage currently on site
- ✓ Measurement indicating the length of the structure, building and/or unit where sign will be placed
- ✓ Legible site plan including location of proposed Sign
- ✓ Method of attachment to wall, or 2 sets of signed sealed engineering drawings which meets current Florida Building Code standards. Note: Engineering drawings are not required for vinyl graphics
- ✓ A recorded notice of commencement is required for all contracts in excess of \$2,500.00



Note: All signs with the exception of window graphics and hand painted signs MUST be installed by a contractor licensed to perform work within the City of Punta Gorda.

If property/business is located in the Historic District a Certificate of Appropriateness application must also be submitted for the Historic Preservation Advisory Board (HPAB) approval—this is a 30-45 day process

For complete Sign Rules and Regulations see the City of Punta Gorda Code of Ordinance, Chapter 26, Article 11

City of Punta Gorda Urban Design/Zoning

City Hall Annex

126 Harvey St.

Punta Gorda

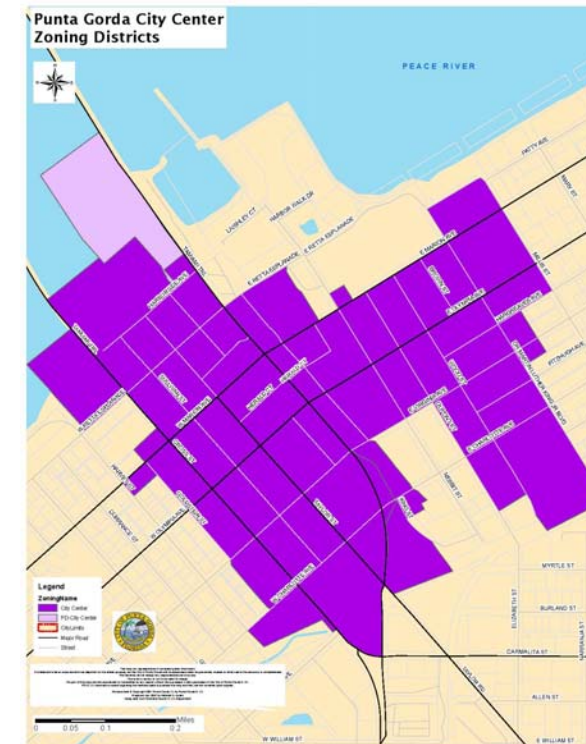
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City Center Sign Rules & Regulations



City Code of Ordinance;
Chapter 26, Article 11,
Section 11.4 CC Signage

The City Center is the mixed-use commercial core area of the City. Variation and human-scale detail in signage applications function to reinforce the pedestrian elements of form and appearance that overlay this environment. The following requirements will create a positive identity for individual businesses and a unified image for strengthening the fabric of the CC.

(a) Facade Sign.

- (1) A single external sign band or zone shall exist on the street frontage façade of each building.
- (2) The band shall not exceed 3.5 feet in vertical dimension by the width of the façade.
- (3) The zone shall not exceed 1.5 square feet of area for each linear foot of the facade.
- (4) The sign shall consist of letters and graphics applied directly on the façade of the building and extending not more than 6 inches from an exterior wall in a parallel manner.
- (5) Letters and graphics constructed of cast metal, bronze, brass, or anodized aluminum are preferred.
- (6) The height of the top edge of the sign shall not exceed the height of the wall from which the sign projects, if attached to a single story building, or the height of the sill or bottom of any second story window, if attached to a multi-story building.

- (7) An additional façade sign, not exceeding nine (9) square feet in area indicating only the Building name and/or address may be placed in the façade sign band area on a side of a building not directly facing a street, but visible from a public street.
- (8) On buildings that exceed a height of 35 feet, as measured from base flood elevation, the following may be permitted if the sign has more than one line of writing, representation, emblem or other display:
 - a. The sign band or zone may be increased in vertical dimension up to 14% of the building height;
 - b. In no case shall the vertical dimension exceed seven (7) feet in height;
 - c. In no instance shall a single line of the sign exceed 3.5 feet in vertical dimension;
 - d. This zone shall be located at a minimum of 24 feet above base flood elevation, to accommodate the size and massing of the building structure.

(b) Projecting Sign.

- (1) A sign mounted perpendicular to the building wall shall not exceed an area of 10 square feet and a width of 3 feet.
- (2) The distance from the ground to the lower edge of the sign shall be 9 feet or greater when located over a pedestrian walkway.
- (3) The height of the top edge of the sign shall not exceed the height of the wall from which the sign projects, if attached to a single story building, or the height of the sill or bottom of any second story window, if attached to a multi-story building.
- (4) The distance from the building wall to the sign shall not exceed 6 inches.
- (5) Such sign is limited to 1 sign per business per

street frontage and shall incorporate a graphic representation of the use into its design.

- (6) Projecting signs are not permitted in conjunction with facade signs or ground signs

(c) Awning Sign.

- (1) Signage on an awning shall not exceed 10 square feet in area.
- (2) An awning sign may be used for ground floor uses only.
- (3) An awning sign may not be used in conjunction with a facade sign.

(d) Suspended Signs.

- (1) Signs attached to the underside of a horizontal plane above head height.
- (2) Suspended signs shall have a copy area no greater than nine (9) square feet.
- (3) Suspended signs shall have a minimum clearance of nine (9) feet above the sidewalk, when suspended over a pedestrian walkway.

(e) Other CC Signage Provisions.

- (1) On a corner lot, additional façade sign area shall be permitted on the secondary street frontage side of the building, not to exceed 50 percent of the building frontage allowance.
 - a. One façade sign, not exceeding 4 square feet in area, shall be permitted on any side or rear-entrance open to the public.
 - b. Such sign may only be lighted during the operating hours of the business.
- (2) Signs shall not be translucent, but may be externally lit or backlit.
- (3) Address numbers shall follow Fire code requirements and in no instance be larger than eight inches in vertical dimension.

- (4) Window signs shall be limited to no more than 33 percent of a window up to a maximum of 12 square feet in area.
 - a. Window signs are only allowed on ground and second floor windows for non-residential uses.
- (5) In addition to any permitted Portable Sign, restaurants may have one (1) wall mounted display case featuring the actual menu attached to the exterior wall of the building housing the restaurant. Such display case shall not exceed a total area of two (2) square feet. The case may be lighted.
- (6) Multi-tenant buildings are permitted 1 wall mounted directory sign identifying the building name and tenants within the building.
 - a. The sign shall be located next to the primary entrance and not project outward from the wall to which it is attached more than 3 inches
 - b. Such sign shall not be legible from the public right-of-way or adjacent properties.
- (7) Buildings with a setback of 15 feet or more from the fronting right-of-way are allowed a single ground sign.
 - a. Such sign shall not exceed 16 square feet in area and a height of 5 feet.
 - b. Such sign shall have architectural ties to the main building.
 - c. The sign is not permitted in conjunction with a façade or projecting sign.
 - d. The Urban Design Manager may allow ground signs with façade signs for multi-building projects with an approved uniform sign plan.