



**CITY OF PUNTA GORDA**  
 ZONING & CODE COMPLIANCE  
 326 WEST MARION AVENUE  
 PUNTA GORDA, FL 33950  
 (941) 575-3352  
 Zoning@CityofPuntaGordaFL.com

## OFF PREMISES SIGN PERMIT APPLICATION

<b>DATE RECEIVED:</b>	<b>PERMIT NO:</b>
<b>Application Fee: \$25.00 (DUE AT TIME OF APPLICATION)</b>	<b>DRC DATE:</b>

Event Name		Event Date(s)	
Name of Requestor		Title	
Address	City	State	Zip
Phone #'s		Email address	
Total number of signs being requested		Dimension of Signs	_____ x _____
What Map Location will be used?	<input type="checkbox"/> Map #1	<input type="checkbox"/> Map #2	<input type="checkbox"/> Map #3 <input type="checkbox"/> Map #4
Date(s) signs are requested			
Description of Event			

**Event Location:**  
 Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event

Gilchrist Park	Lashley Park	Ponce de Leon Park
<input type="checkbox"/> Open Space/Event Lawn <input type="checkbox"/> Gazebo <input type="checkbox"/> Large Shelter <input type="checkbox"/> Small Shelter <input type="checkbox"/> Exclusive Use (Specify) _____ <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Open Space <input type="checkbox"/> Open Air Pavilion <input type="checkbox"/> Gazebo <input type="checkbox"/> Exclusive Use (Specify) _____ <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Open Space <input type="checkbox"/> Large Shelter <input type="checkbox"/> Open Air Chapel <input type="checkbox"/> Exclusive Use (Specify) _____ <input type="checkbox"/> Other (Specify) _____

Set up Time		
Date	From	To

*Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event*

Name		Title	
Address	City	State	Zip
Phone #'s		Email address	

During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

**NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT**

Signature	Organization
Type or Printed Name & Title	Date
State of Florida	
County of Charlotte	

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
(Signature of Notary)

(Seal)