



CITY OF LAKELAND

Application for Sign Permit

Permit No. _____

Date of Application _____

Name of Applicant _____

Address _____

Daytime Telephone Number _____ Fax Number _____

E-mail _____

Name of Sign Company (Installer) _____

Name of Project Manager or Contact Person _____

Address _____

Telephone Number _____ Fax Number _____

E-mail _____

Location of Sign _____ Zoning Classification _____

Type of Illumination (Check one): None Internal or External Both Internal and External

Type of Sign(s) (Check all that apply):

- | | | |
|--------------------------|------------------------------------|-------------------------|
| Building Marker Sign | Menu Board | Wall Sign, Residential/ |
| Changeable Copy Sign | Model Home | Institutional |
| Construction Sign | Principal Ground Sign | Yard Sale Sign |
| Directory Sign | Public Event Banner | Gasoline Trade Sign |
| Flag or Flag Pole | Real Estate (except single family) | Opening Sign |
| Identification Sign | Subdivision Entry Sign | Suspended Sign |
| Incidental Sign | Temporary Sign | Shopping Center Sign |
| Interstate Monument | Dates: From _____ to _____ | |
| Institutional, Temporary | Wall Sign, Nonresidential Sign | |

In general, the Municipal Planning / Design Review Commission meets the third Thursday of each month at 5:30 p.m. in the Board Chambers in City Hall located at 10001 U.S. Highway 70. The submission deadline normally is 30 days prior to the next regular scheduled meeting by 4:00 p.m. Eight (8) copies of all required materials, in addition to the required application fee shall be submitted to the City by the application deadline. Contact the City at 901-867-2717 to confirm deadline and meeting dates and times.

Applicants Signature

Date

PRE-APPLICATION CONFERENCE WITH CITY STAFF

The applicant or its designated design professional shall conduct a pre-application conference with City staff a minimum of fifteen (15) days in advance of submitting a sign permit application and related documents for review and approval by the City.

SIGN PERMIT REQUIRED

All permanent signs permitted by the Sign Ordinance shall require a permit. No sign shall be placed, constructed, erected, altered or relocated on a site without a permit. No permit shall be issued for a permanent sign requiring a sign permit until the application has received the approval of the Lakeland Design Review Commission.

APPLICATION REQUIREMENTS

An application for a sign permit may be filed only by the owner of the property on which the sign is to be erected, or by an agent, lessee, or contract purchaser specifically authorized by the owner to file such application. The applicant shall submit a completed application and all required plan information. The City shall determine whether the application is complete. If the City determines the application is incomplete, then it shall notify the applicant of the deficiencies and shall take no further steps to process the application until the applicant remedies the deficiency(ies). All required fees shall be paid with the submittal of the sign permit application. Failure to pay required fees will result in the immediate rejection of the application by the City.

SIGN PLAN REQUIREMENTS

A Sign Plan is required for all residential subdivisions, multifamily and townhouse developments, planned developments, non-residential subdivisions, non-residential developments, and all multi-building or multi-occupant non-residential developments before any signs for such development may be erected on the property. Temporary signs shall not require the review and approval of the Design Review Commission but, will require issuance of a Sign Permit prior to installation.

The Sign Plan shall consist of five (5) distinct design elements that shall govern all signs within the development: location, materials, size, color and illumination. The Sign Plan shall include details, specifications, dimensions, and plans showing the proposed location of a sign and how such location conforms to the requirements of the Sign Ordinance. Material samples proposed for use on a sign shall be included with submittal of plan documents. A full-color rendered site plan and elevation drawing shall be included with the submittal of plan documents. The Sign Plan shall also show the computations of the maximum sign area permitted for the site.

A Sign Plan shall be submitted for review and approval by the Design Review Commission. Prior to consideration of a Sign Plan by the Design Review Commission, the applicant shall meet with City staff to review the sign plan and related documents relative to provisions of the Sign Ordinance. The Design Review Commission shall review the Sign Plan initially during a Study Session meeting and then formally during their regular scheduled meeting held the second Tuesday of each month.

The Design Review Commission, in the review of the Sign Plan, shall apply the following criteria in its review:

1. The Sign Plan provides that signs of a similar type and function within the development will have a consistent color scheme, architectural style, and material construction; and
2. The Sign Plan provides for signs that meet the size limitations, location requirements, and other applicable requirements of the Sign Ordinance.

EFFECTIVE PERIOD OF SIGN PERMIT

A sign permit shall lapse automatically if the business license for the premises lapses, is revoked or not renewed. A sign permit shall also lapse if the business is discontinued for a period of 90 days or more. The Sign Permit shall become null and void if work or construction has not commenced within 6 months of the date of issuance of the Sign Permit or if work is suspended or abandoned for 120 or more consecutive days following the beginning of construction.

REMOVAL OF SIGNS UPON DISCONTINUANCE OF USE

Whenever the use of a building or premises by a specific business or other establishment is discontinued by the owner or occupant for a period of 90 days, the sign permits for all signs pertaining to that business or establishment that were installed by the occupant or owner shall be deemed to have lapsed, and the signs shall be removed at the expense of the occupant and/or owner, as well as all signs and related structural elements which do not conform to the Sign Ordinance.

SIGN PLAN SUBMISSION CHECKLIST

The sign plan shall conform, at a minimum, to the following requirements:

	For Office Use Only
1. An application for a sign permit may be filed only by the owner of the property on which the sign is to be erected, or by an agent, lessee, or contract purchaser specifically authorized by the owner to file such application. Where an agent, lessee, or contract purchaser files the application, the agent, lessee, or contract purchaser shall provide the City with written documentation that the owner of the property has authorized the filing of the application.	
2. An application for a sign permit shall be filed with the City of Lakeland on a form prescribed by the City, along with the fee for such application as contained in Appendix "A" of the City Code of Lakeland, Tennessee.	
3. Each application for a sign permit shall contain information required on the application form, and such other information regarding the proposed sign as the City and/or Design Review Commission may deem necessary in order to determine whether the proposed sign(s) complies with the applicable requirements of this Ordinance and other applicable ordinances of the City.	
4. The City shall determine whether the application is complete. If the City determines that the application is not complete, then it shall notify the applicant of any deficiencies and shall take no further steps to process the application until the applicant remedies the deficiencies.	
5. The permit fee for each sign allowed under the requirements of this Ordinance shall be as prescribed in Appendix "A" of the City Code of Lakeland, Tennessee.	
6. A Sign Plan is required for all residential subdivisions, multifamily and townhome developments, planned unit developments, non-residential subdivisions, non-residential developments, and all multi-building or multi-occupant non-residential developments before any signs for such development may be erected on the property. All owners, tenants, subtenants and purchasers of individual units within the development shall comply with the Sign Plan approved by the City of Lakeland.	
7. The Sign Plan shall consist of five distinct design elements that shall govern all signs within the development: location, materials, size, color and illumination. The Sign Plan shall include details, specifications, dimensions, and plans showing the proposed locations of sign and how such locations conform to the requirements of this Ordinance. Material samples proposed for use on sign shall be included with submittal of plan documents. A full-color rendered site plan and elevation drawing shall be included with the submittal of plan documents. The Sign Plan shall also show the computations of the maximum total sign area permitted for the site.	