



# PLANNING AND DEVELOPMENT DEPARTMENT SIDEWALK SIGN APPLICATION

THE APPLICANT AND/OR AGENT IS REQUIRED TO SUBMIT COMPLETE AND CORRECT INFORMATION AS INCLUDED IN THIS APPLICATION. THIS APPLICATION IS REQUIRED TO BE SUBMITTED ONLINE THROUGH THE [ZONING PORTAL](#) ON [THE ZONING WEBPAGE](#).

IF THE PROPERTY OWNER IS NOT A NATURAL PERSON, SUCH AS AN ORGANIZATION (COMPANY OR TRUST), THE NAME OF THE PERSON SIGNING ON BEHALF IS REQUIRED. IF THERE IS MORE THAN ONE AGENT OR REPRESENTATIVE, THE NAME OF EACH PERSON NEEDS TO BE PROVIDED.

THE APPLICANT, BY FILING THIS APPLICATION, AGREES TO COMPLY WITH ALL APPLICABLE REQUIREMENTS OF THE COMMUNITY DEVELOPMENT CODE.

APPLICATION TYPE & FEE:  \$25 NEW APPLICATION  
(SELECT ONE):  \$25 RENEWAL APPLICATION, DUE ANNUALLY BY SEPTEMBER 30<sup>TH</sup>

PROPERTY OWNER (PER DEED): \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_  
BUSINESS OWNER/ REPRESENTATIVE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_  
PARCEL NUMBER(S): \_\_\_\_\_

CLEVELAND STREET DISTRICT:  YES  NO

FOR DEPARTMENTAL USE ONLY			
ZONING:	APPROVED (INITIALS)	DENIED (INITIALS)	DATE
	_____	_____	_____
	_____	_____	_____

IN ADDITION TO THE COMPLETED APPLICATION, THE FOLLOWING INFORMATION AND PLANS MUST BE SUBMITTED (APPLICANT TO INDICATE BOX WITH AN "X" OR CHECKMARK):

## GENERAL - SIGN DRAWING, SITE PLAN OR SURVEY OR PHOTO WITH DIMENSIONS

- ONE DOUBLE FACED SIGN MAY BE ERECTED FORTY-TWO INCHES IN HEIGHT AND TWENTY-FOUR INCHES IN WIDTH. (**SHOW ON PLANS**)
- THE SIDEWALK SIGN SHALL BE DISPLAYED ONLY DURING THE HOURS THE BUSINESS IS OPEN AND SHALL BE MOVED INDOORS AT THE CLOSE OF BUSINESS.
- PLANS SHALL BE SCALED AND DIMENSIONED AND SHALL CLEARLY SHOW PROPERTY LINES, SIDEWALKS, CURB LINES, EDGE OF ROAD BUILDINGS, DRIVEWAYS AND ANY OTHER INFORMATION AS REQUIRED BY CITY STAFF.

## LOCATION

- SIDEWALK SIGNS SHALL BE PLACED ON THE SIDEWALK IN FRONT OF THE BUSINESS ERECTING THE SIGN WITHIN ITS LINEAR FRONTAGE. (**SHOW ON PLANS**)
- THE NEAREST POINT OF THE SIDEWALK SIGN SHALL BE NO MORE THAN TWO FEET FROM THE BUILDING WALL EXCEPT IN THE CLEVELAND STREET CAFÉ DISTRICT IN THE DOWNTOWN ZONING DISTRICT, THE NEAREST POINT SHALL BE FIVE FEET FROM THE BUILDING WALL. (**SHOW ON PLANS**)
- A MINIMUM PEDESTRIAN PATH OF AT LEAST FOUR FEET SHALL BE MAINTAINED AT ALL TIMES. (**SHOW ON PLANS**)
- SIDEWALK SIGNS SHALL NOT IMPEDE INGRESS OR EGRESS TO OR FROM A BUSINESS ENTRANCE, BE LOCATED WITHIN A DRIVE AISLE, PARKING AREA OR ON ANY LANDSCAPED AREA, NOR BLOCK ANY FIRE HYDRANT ACCESS OR VISIBILITY OR BE LOCATED WITHIN THE VISIBILITY TRIANGLE OF INTERSECTIONS OR DRIVEWAYS. (**SHOW ON PLANS**)
- A SIDEWALK SIGN LOCATED WITHIN A PUBLIC RIGHT-OF-WAY SHALL REQUIRE A COPY OF CURRENT CERTIFICATE OF INSURANCE IN THE AMOUNTS AND CATEGORIES PROVIDED BELOW (ALL POLICIES OF INSURANCE MUST BE ENDORSED TO PROVIDE THE CITY WITH 30 DAYS NOTICE OF CANCELLATION OR RESTRICTION):
  - COMPREHENSIVE GENERAL LIABILITY INSURANCE ON AN "OCCURRENCE" BASIS IN AN AMOUNT NOT LESS THAN \$1,000,000 COMBINED SINGLE LIMIT BODILY INJURY LIABILITY AND PROPERTY DAMAGE LIABILITY. THE CITY IS TO BE SPECIFICALLY INCLUDED AS AN ADDITIONAL INSURED ON THE POLICY; AND
  - INDEMNIFICATION AND HOLD HARMLESS AGREEMENT FORM APPROVAL FROM THE CITY ATTORNEY (SEE SECTION 3-909.D.6).

## DESIGN CRITERIA

- SIDEWALK SIGN FRAMES SHALL BE CONSTRUCTED OF DURABLE WOOD OR METAL AND PRESENT A FINISHED APPEARANCE. FRAMES SHALL SUPPORT BLACK OR GREEN CHALKBOARDS, BLACK WET MARKER BOARDS OR PROFESSIONALLY DESIGNED ADVERTISEMENTS/POSTERS OF A DURABLE MATERIAL WITH A CLEAR, NON-GLARE PROTECTIVE COVERING. SIDEWALK SIGNS KNOWN AS WIND SIGNS MAY HAVE A PLASTIC BASE WITH OR WITHOUT WHEELS. FRAME AND BASE COLORS SHALL BE LIMITED TO A METALLIC SILVER/GREY, BLACK, WHITE OR BE A STAINED WOOD. FLEXIBILITY WITH REGARDS TO THESE DESIGN CRITERIA MAY BE GRANTED BY THE COMMUNITY DEVELOPMENT COORDINATOR IN ORDER TO ACHIEVE A CREATIVELY DESIGNED SIGN USING A PARTICULAR SYMBOL OR LOGO INDICATIVE OF THE TYPE OF BUSINESS AND SERVICES BEING ADVERTISED. (**SHOW ON PLANS**)

- ❑ WHITE MARKER BOARDS, LETTER TRACK PANELS (READER BOARDS), ACRYLIC/PLASTIC PANELS, HAND /SPRAY PAINTED COPY, TRI-FOLDED SIGNS, BASES WITH HINGED FEET THAT FOLD FLAT AND OTHER SIMILAR FEATURES AND SIGN DESIGNS SHALL BE PROHIBITED. SWINGER STYLE SIDEWALK SIGNS SHALL ALSO BE PROHIBITED UNLESS OF A UNIQUE DESIGN AS DETERMINED BY THE COMMUNITY DEVELOPMENT COORDINATOR.
- ❑ SIGNS WITH PLASTIC FRAMES ARE NOT ENCOURAGED AND WILL BE REVIEWED ON A CASE BY CASE BASIS TO ENSURE A HIGH QUALITY, WELL DESIGNED SIGN IS PROPOSED.
- ❑ SIDEWALK SIGNS SHALL NOT BE ILLUMINATED NOR CONTAIN MOVING PARTS OR HAVE BALLOONS, STREAMERS, PENNANTS OR SIMILAR ADORNMENT ATTACHED TO THEM.
- ❑ SIDEWALK SIGNS SHALL NOT BE ATTACHED TO ANY STRUCTURE, POLE, OBJECT, OR SIGN.

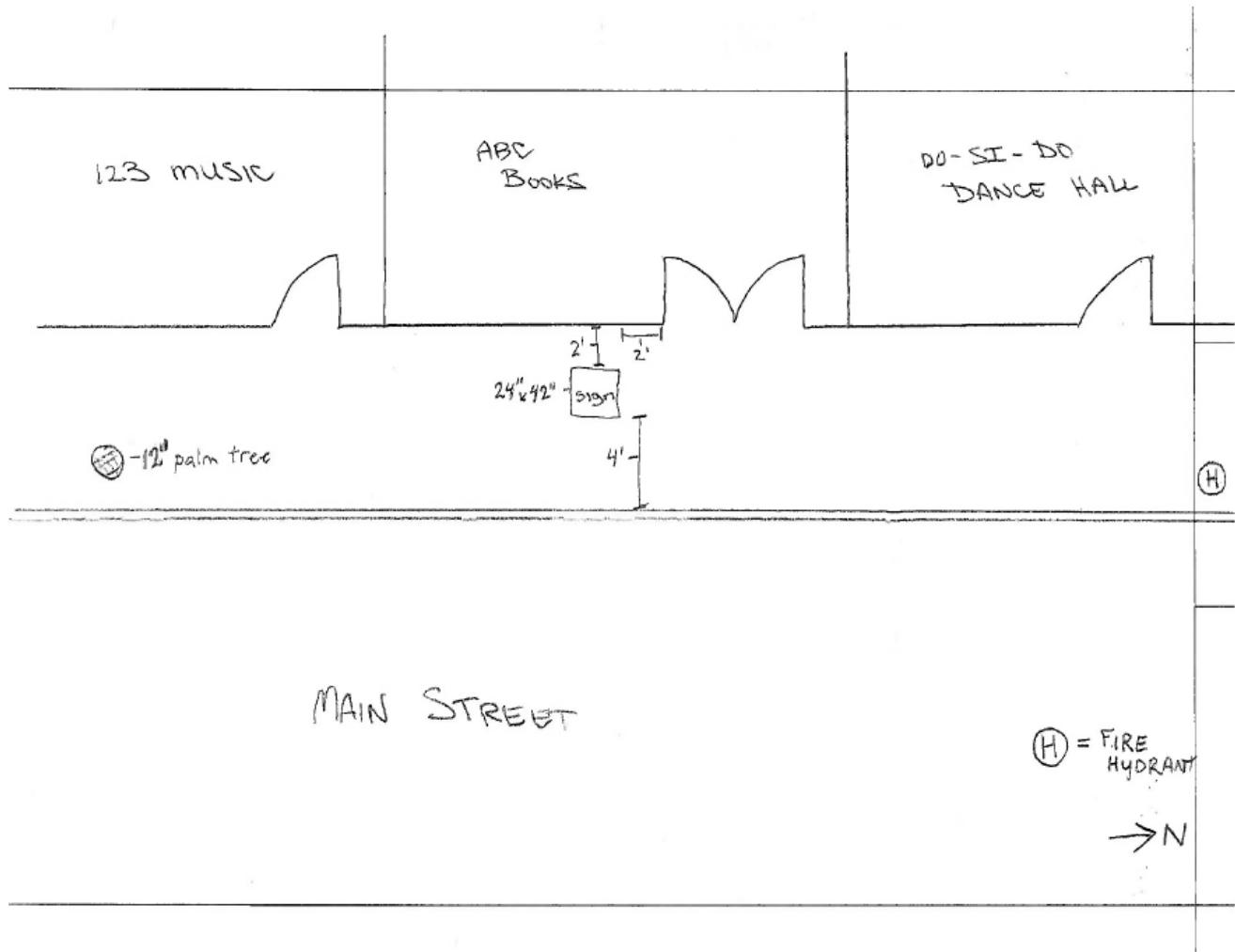
**PERMITTED SIGN EXAMPLES:** FRAMES WITH A FINISHED APPEARANCE, SOLID BASES, PROFESSIONALLY MADE FACES



**PROHIBITED SIGN EXAMPLES:** OPEN BASES, PLASTIC SIGNS, WHITEBOARD FACES, SWINGER SIGNS, HAND PAINTED FACES, READER BOARDS



SIGN SKETCH EXAMPLE:



**SIGNATURE:**

I, the undersigned, acknowledge that all representations made in this application are true and accurate to the best of my knowledge and authorize City representatives to visit and photograph the property described in this application.

Signature of property owner or representative:

\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me by means  physical presence or  online notarization, this \_\_\_ day of , 20\_\_ by (\_\_\_\_\_) as (\_\_\_\_\_) of (\_\_\_\_\_),who  is/are personally known to me or  who has/have produced a driver's license as identification.

NOTARY PUBLIC

Signature: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

APPLICANT and PROPERTY OWNER agree to indemnify and hold harmless the CITY OF CLEARWATER and its respective agents, officers, and employees, from and against any and all liability, loss, damages, interests, judgments, and liens growing out of or incurred in connection with any and all claims, demands, suits, actions or proceedings which may be brought against the CITY by reason of the CITY's actions in processing, approval, and operation of a SIDEWALK SIGN at the property located at \_\_\_\_\_, Clearwater, Florida, regardless of any negligence of Applicant or Property Owner or their directors, agents, employees, subcontractors, members or tenants.

\_\_\_\_\_ [Notarization]  
Authorized Agent/Representative  
Applicant

STATE OF FLORIDA COUNTY OF PINELLAS  The foregoing instrument was acknowledged before me by means <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this ___ day of _____, 20__ by (_____) as (_____) of (_____), who <input type="checkbox"/> is/are personally known to me or <input type="checkbox"/> who has/have produced a driver's license as identification  NOTARY PUBLIC  Signature: _____  My Commission expires: _____
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\_\_\_\_\_ [Notarization]  
Authorized Agent/Representative  
Property Owner

STATE OF FLORIDA COUNTY OF PINELLAS  The foregoing instrument was acknowledged before me by means <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this ___ day of _____, 20__ by (_____) as (_____) of (_____), who <input type="checkbox"/> is/are personally known to me or <input type="checkbox"/> who has/have produced a driver's license as identification.  NOTARY PUBLIC  Signature: _____  My Commission expires: _____
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