



USE THIS FORM TO:

Apply for a special event sign for Unincorporated Nassau County.

APPLICATION FEES

| | |
|---------|--------------------|
| \$74.00 | Special Event Sign |
|---------|--------------------|

| Owner of Record | As recorded with the Nassau County Property Appraiser |
|-------------------------|---|
| Owner(s) Name | |
| Company (if applicable) | |
| Street Address | |
| City, State, Zip | |
| Telephone Number | |
| Email Address | |
| | |

| Applicant or Agent | If an agent will be representing the owner, an Owner's Authorization for Agent form must be included |
|-------------------------|--|
| Applicant or Agent Name | |
| Company (if applicable) | |
| Mailing Address | |
| City, State, Zip | |
| Telephone Number | |
| Email Address | |
| DBPR License Number | |

Physical Location (PARCEL ID NUMBER) of the Proposed Special Event Sign

_____ - _____ - _____ - _____ - _____ - _____

Description of where the sign will be on the property:

Business/Group/Organization _____

Address _____

City, State, Zip _____, _____, _____

Phone (____) _____ - _____



NASSAU COUNTY
Planning Department
FLORIDA

1. Has the individual “operation, site, development, parcel, business, or group of businesses” been issued a special event sign permit in the previous 12 months:
 YES NO

If Yes, provide the date the previous permit was issued and the name of the entity who received the permit: _____

2. Provide details related to the “Special Event” associated with the submittal of this special event sign permit application (describe the special event). If additional space is needed please attach an 8.5” x 11” sheet of paper

3. Provide details related to the type and location of signage to be utilized during the special event. You may be required to provide additional information/documentation related to signage type and securing mechanisms. Please attach any additional information and supporting documentation.

4. Provide a site plan depicting the approximate location of the signage associated with this application. The site plan may be drawn on a legible aerial photograph of the site. At a minimum, the site plan must include:

- Property boundaries (off premises signage is prohibited including for human directional signs)
- All points of ingress/egress
- Parking Areas
- Drive isles
- Signage location

Maps can be printed from
<https://maps.nassauflpa.com/NassauTaxMap/>

Is a site plan meeting the minimum requirement attached?
 Yes No, if not, this application will not be accepted.



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5. Provide a letter from the property owner approving the special event sign permit application submittal and acknowledging that according to **Section 35.09(F)(j) LDC**, *“no individual operation, development, parcel, business, or group of businesses may obtain more than two (2), sixty-day or four (4), thirty-day special event sign permit per year.”*

Is a letter from the property owner of record attached?
 Yes No, application cannot be accepted.

6. If someone other than the owner of record is submitting this application, in addition to the letter of authorization referenced in #5 above, provide an executed Owners Authorization form [copy attached].

Is an executed Owner’s Authorization form attached?
 Yes No Not Applicable

It is solely the responsibility of the Applicant to acquire any additional permits necessary to place the proposed signage on the subject property and/or to hold the associated special event. In other words, approval of a special event sign permit DOES NOT ABSOLVE THE APPLICANT FROM OBTAINING ALL REQUIRED PERMITS; LOCAL, STATE, OR FEDERAL.

Violation of County regulations shall render a special event sign permit void.

I, _____, the owner or authorized agent for the owner of the premises located at _____ do hereby acknowledge that I have received, read, and understand the general rules governing special event sign permits found in Article 35 of the Land Development Code of Nassau County, Florida and that a violation of the governing rule may result in corrective enforcement action by Nassau County and could impact the issuance of future special event sign permits. Furthermore, the information provided in this special event sign permit application packet is true and correct to the best of my knowledge.

Dated this _____ day of _____, 20_____.

Print Name

Signature of Owner or Authorized Agent

Telephone Number

Notary Signature (Name of Notary Typed, Printed, or Stamped)
Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____



OWNERS AUTHORIZATION FOR AGENT

_____ is hereby authorized TO ACT ON BEHALF OF

_____, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to Nassau County, Florida, for an application related to Development Permit or other action pursuant to a:

- | | |
|--|--|
| <input type="checkbox"/> Rezoning/Modification | <input type="checkbox"/> Conditional Use/Variance |
| <input type="checkbox"/> Special Event Sign Permit | <input type="checkbox"/> Preliminary Binding Site Plan |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Final Engineering Plan |
| <input type="checkbox"/> Concurrency | <input type="checkbox"/> Plat |

BY: _____
Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida
County of _____

Signed and sworn before me on this _____ day of _____, 20_____.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature (Name of Notary Typed, Printed, or Stamped)

My Commission expires: _____