



**Community Development  
Zoning Division**

18400 Murdock Circle, Port Charlotte, FL 33948-1094  
Building Phone: 941.743.1201 | Fax: 941.764.4907  
Zoning Phone: 941.743.1964 | Fax: 941.743.1593  
[www.Zoning@CharlotteCountyFL.gov](mailto:www.Zoning@CharlotteCountyFL.gov)  
[www.CharlotteCountyFL.gov](http://www.CharlotteCountyFL.gov)

**For Office Use Only**

Permit Number  
20 \_\_\_\_\_  
Application Date  
\_\_\_\_\_  
Zoning Tech. Signature  
\_\_\_\_\_

**Additional Signage – Application**

Incomplete applications will not be accepted.

The application for a permit to display one or more Additional Signs must be submitted to the Charlotte County Zoning Department at least seven (7) working days prior to the beginning of the display period with the \$22.00 application fee and a complete application.

1. **Property Address:** \_\_\_\_\_  
(Address) (City) (Zip)
2. **Name of Applicant:** \_\_\_\_\_
3. **Applicant’s Address:** \_\_\_\_\_  
(Address) (City) (Zip)
4. **Applicant’s Phone Number:** \_\_\_\_\_
5. **Applicant’s E-mail:** \_\_\_\_\_
6. **Name of Business:** \_\_\_\_\_
7. **Business’s Address:** \_\_\_\_\_  
(Address) (City) (Zip)
8. **Business’s Phone Number:** \_\_\_\_\_
9. **Property Owner(s) of Record:** \_\_\_\_\_
10. **Property Owner(s) of Record Address:** \_\_\_\_\_  
(Address) (City) (Zip)
11. **Owner’s Authorization:** Should the applicant not be the owner of the property where the Additional signage will be displayed, the applicant must submit a notarized authorization giving the applicant the right to apply for this permit.
12. **Zoning Classification of Property:** \_\_\_\_\_
13. **Display Period:** From (date): \_\_\_\_\_ To (date): \_\_\_\_\_  
*Note: No more than two display periods in a calendar year. Each display period shall not exceed a maximum of 45 (forth-five) calendar days. Maximum total for all additional signage is 32 (thirty-two) square feet.*
14. **Site Plan:** Attach a copy of an engineered site plan or provide a hand drawn site plan of an appropriate scale, which clearly illustrates the type, verbiage, dimensions, and location of all additional signage included in this application. The property lines, streets, drives, parking lots, and any structures located on the property must be shown on the site plan.



**Community Development  
Zoning Division**

18400 Murdock Circle, Port Charlotte, FL 33948-1094  
Building Phone: 941.743.1201 | Fax: 941.764.4907  
Zoning Phone: 941.743.1964 | Fax: 941.743.1593  
[www.Zoning@CharlotteCountyFL.gov](mailto:www.Zoning@CharlotteCountyFL.gov)  
[www.CharlotteCountyFL.gov](http://www.CharlotteCountyFL.gov)

**For Office Use Only**

Permit Number  
20 \_\_\_\_\_  
Application Date  
\_\_\_\_\_  
Zoning Tech. Signature  
\_\_\_\_\_

**Affidavit of Applicant**

I, the undersigned, being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owners of the majority of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all sketches, data and other supplementary matters attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application may be considered, and that if I am not the owner of the property, I have attached a notarized authorization from the owner(s) to submit with this application. I further agree to abide by all requirements for the Sign regulations as set forth in Section 3-9-85 of Charlotte County Code.

**State of \_\_\_\_\_, County of \_\_\_\_\_**

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 and who did/did not take an oath.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Commission Number

**Property Owner's Consent**

I, \_\_\_\_\_ (print name), property owner of \_\_\_\_\_ do hereby give permission to \_\_\_\_\_, for Additional Signage, as permitted by the Charlotte County Code, Section 3-9-85, at the aforementioned location.

**State of \_\_\_\_\_, County of \_\_\_\_\_**

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 and who did/did not take an oath.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Commission Number



**Community Development  
Zoning Division**

18400 Murdock Circle, Port Charlotte, FL 33948-1094  
Building Phone: 941.743.1201 | Fax: 941.764.4907  
Zoning Phone: 941.743.1964 | Fax: 941.743.1593  
[www.Zoning@CharlotteCountyFL.gov](mailto:www.Zoning@CharlotteCountyFL.gov)  
[www.CharlotteCountyFL.gov](http://www.CharlotteCountyFL.gov)

**For Office Use Only**

Permit Number  
20 \_\_\_\_\_  
Application Date  
\_\_\_\_\_  
Zoning Tech. Signature  
\_\_\_\_\_

**Additional Signage – Application**

Owner must provide information below:

1. Total property frontage – Linear feet: \_\_\_\_\_
2. Total building or unit frontage – Linear feet: \_\_\_\_\_
3. Please provide number, location and square footage of all existing signs or advertising devices on the property. (Square footage = length times width)
  - a. Sq. ft. \_\_\_\_\_ Location \_\_\_\_\_
  - b. Sq. ft. \_\_\_\_\_ Location \_\_\_\_\_
  - c. Sq. ft. \_\_\_\_\_ Location \_\_\_\_\_
  - d. Sq. ft. \_\_\_\_\_ Location \_\_\_\_\_
4. Please provide the following information for all proposed signs or advertising devices on property.
  - a. Sq. ft. \_\_\_\_\_ Location \_\_\_\_\_
  - b. Sq. ft. \_\_\_\_\_ Location \_\_\_\_\_
  - c. Sq. ft. \_\_\_\_\_ Location \_\_\_\_\_
  - d. Sq. ft. \_\_\_\_\_ Location \_\_\_\_\_

*Please add additional signs on a blank sheet of paper.*

**Note:** No more than two display periods in a calendar year. Each display period shall not exceed a maximum of 45 (forth-five) calendar days. Maximum total for all additional signage is 32 (thirty-two) square feet.