



BUILDING & ZONING DIVISION MINIMUM PLAN REQUIREMENTS TEMPORARY SIGNS & BANNERS

City of Sarasota
Building & Zoning

(941) 263-6494

Note: Real estate signs that are no more than twenty-four inches (24") by twenty-four inches (24") do not require a permit. They may only be placed on the property advertised on the sign and may never be placed in the right-of-way. **For all other signs, please provide the following:**

I. ONE (1) COPY OF THE APPLICATION COMPLETELY FILLED OUT AND SIGNED.

II. TWO (2) COPIES OF A SITE PLAN DRAWN TO SCALE, ILLUSTRATING:

- A. An arrow indicating north.**
- B. The name(s) of adjacent street(s).**
- C. Proposed placement of the temporary sign.**
- D. Setback of the sign from front and side property lines.**
- E. Width of the property.**
- F. Width of the building (frontage).**
- G. The location of the attachments on the structure where the banner is to be hung.**

Note: A sample Site Plan appears on the reverse of this form that may help you create a site plan for your property and project. Please note that your site plan must contain all of the items listed above.

III. TWO (2) COPIES OF A SET OF DRAWINGS, ILLUSTRATING:

A. For real estate signs greater than twenty-four inches (24") by twenty-four inches (24"), show a cross section detailing the following:

- 1. The structural materials.
- 2. The height above grade and the dimensional penetration below grade.
- 3. Square footage of face. **PLEASE NOTE** that the face of real estate signs in MCI, CT, CSD, TAD, NT, CN, zones may not exceed sixteen (16) square feet, and those in all other zones may not exceed thirty-two (32) square feet. Real estate signs larger than 24" x 24" are not allowed in RSF zones.
- 4. The location and materials of the supports.

B. For other temporary signs (such as banners), detailing the following:

- 1. The material(s) used to make the sign.
- 2. The dimensions of the sign and the square footage of the face. **PLEASE NOTE** the face cannot exceed fifty (50) square feet.
- 3. The height of the base of the sign above grade.
- 4. The side of the structure where the sign is located. **PLEASE NOTE** that banner signs must be placed on a single structure; they cannot be hung between freestanding supports (like poles or trees)
- 5. Type, location and extent of attachment(s) to the structure.
- 6. The start date and the end date for display of the banner. **PLEASE NOTE** that banners cannot be displayed for more than fourteen (14) days.

Please note that temporary signs (including banners) must be advertising sales or special events operated by an existing principal business, and that the City shall not issue more than three (3) temporary sign permits on any parcel in any given calendar year. They are not allowed in residential zones.

IV. A WRITTEN LIST OF ALL EXISTING SIGNS ON THE PROPERTY, INCLUDING THEIR TYPES AND SIZES (PICTURES ACCEPTED).



BUILDING & ZONING DIVISION

SAMPLE SITE PLAN

Instructions for preparing a Site Plan

- I. On an 8-1/2 x 11 sheet of standard paper (or larger), draw your individual property. Your drawing **MUST** be to scale and show adjacent street(s) and roads(s), with a direction arrow indicating north.
- II. Show **ALL** buildings, mobile homes, garages, sheds and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- III. If the requested permit is for an addition, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- IV. After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- V. Sign and date your site plan drawing before submitting it with your permit application.
- VI. The drawing below is **SAMPLE ONLY**. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect **YOUR** property. Where the shapes of building(s) differ, be sure to include measurements for the offsets from the lot lines or other parts of the building(s).

