



**CITY OF SOUTH DAYTONA**  
**Community Development Department**  
**Temporary Sign Permit Application**

Pursuant to Ordinance No. 2020-01, Section 8.2 (H)

Permit # \_\_\_\_\_ BTR Account ID# \_\_\_\_\_

\* Only complete applications will be processed \*

**Note:** No business or non-profit entity may utilize any of the temporary signs permitted herein for more than thirty (30) days per calendar year. A business in the City of South Daytona is allowed only one (1) special event per calendar quarter. Additional special events will require City Council approval.

**PROPERTY INFORMATION**

Property Address	
Business/Organization Name	
Tax Parcel Number(s)	

**APPLICANT/AGENT INFORMATION (if not property owner)**

Name			
Mailing Address			
Phone		E-mail	
Agent authorization provided? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**PROPERTY OWNER INFORMATION**

Name			
Mailing Address			
Phone		E-mail	

**SIGN DESCRIPTION**

Type:    ☐ A-Frame    ☐ Ground    ☐ Wall    ☐ Window    ☐ Portable Electric

Material:    ☐ Banner    ☐ Flag    ☐ Pennants    ☐ Portable    ☐ Inflatable

Purpose:    ☐ Construction    ☐ Political    ☐ Real Estate    ☐ Special Event

Number of Signs: \_\_\_\_\_ Dimensions: \_\_\_\_\_

**EVENT INFORMATION (if applicable)**

Dates of Special Event	
Number of days requested	
Type of Special Event: <input type="checkbox"/> Race Week <input type="checkbox"/> Spring Break <input type="checkbox"/> Bike Week <input type="checkbox"/> Biketoberfest <input type="checkbox"/> Grand Opening <input type="checkbox"/> Going Out of Business <input type="checkbox"/> Other: _____	

**Provide TWO copies of the following:**

- ☐ Site Plan showing the proposed location of sign(s) in relation to property lines, public rights-of-way, building, and other signs on the property.
- ☐ Sign specifications including method of display, dimensions, total square footage, design, and structural details (if applicable).

City of South Daytona Temporary Sign Fees and Bond Amounts	
Type of Temporary Sign	Fee
Political Signs	\$20
Bond for Municipal Election Candidate	\$100
Bond for Non-Municipal Election Candidate	\$25
Special Event Signs (per sign)	\$30
Menu Board Signs	
Construction Signs	\$50
Development Promotional Signs	
Real Estate Signs	
Temporary Sign Bond Amount	\$150

I hereby certify that I am familiar with the information contained in this application and that, to the best of my knowledge, such information is true, complete, and accurate.

\_\_\_\_\_  
Signature of Applicant or Agent or Property Owner

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF VOLUSIA

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 \_\_\_\_\_ (type of ID) as identification.

\_\_\_\_\_  
Notary Public Signature

Notary Stamp

**•Office Use Only•**

<input type="checkbox"/> Approved with Conditions		<input type="checkbox"/> Denied	
Comments:			
Signed by			
Title		Date	



**CITY OF SOUTH DAYTONA**  
**Community Development Department**  
**Notarized Authorization of Property Owner**  
For Commercial Temporary Signs

**Note:** Agents acting on behalf of the property owner must provide proof of agent authorization.

To whom it may concern:

I, \_\_\_\_\_, do hereby authorize my tenant,  
(Owner/Authorized Agent)

\_\_\_\_\_, to obtain a Temporary Sign Permit  
(Name of Tenant)

for \_\_\_\_\_ to be located at  
(Business Name)

\_\_\_\_\_.  
(Street Address)

I further authorize \_\_\_\_\_ and/or their representative to  
(Name of Tenant)

grant approval to regulatory agencies or others as required to access and inspect the

above referenced property to secure required approvals.

\_\_\_\_\_  
Signature of Property Owner/Authorized Agent

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF VOLUSIA

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  
\_\_\_\_\_ (type of ID) as identification.

\_\_\_\_\_  
Notary Public Signature

Notary Stamp