



**CLAY COUNTY
FLORIDA**

Development Services

Clay County Code
Enforcement
P.O. Box 1366
2497 State Road 16 West
Green Cove Springs, FL
32043

Area Code: 904
Phone: 284-6310
269-6310
Fax: 278-3631

Cheryl.Miller@co.clay.fl.us

County Manager
Fritz A. Behring

Commissioners:
Wendell D. Davis, Chairman
District 1
Douglas P. Conkey
District 2
W. Travis Cummings
District 3
T. Chereese Stewart
District 4
Ronnie E. Robinson
District 5

Switchboard:
GCS (904) 284-6300
KH (352) 473-3711
KL (904) 533-2111
OP/MBG (904) 269-6300

www.claycountygov.com

**Temporary Special Event
Sign Permit Application**

Application date: _____ **Date(s) of the event:** _____

The following documents must be submitted:

1. Drawing of the sign, including square footage of the surface area of the proposed sign.
2. This completed Temporary Special Event Sign Application.

Please check one of the following:

_____The display of temporary signs for a special event shall not begin any earlier than one week before the event and shall be removed within two business days after the event.

_____If the special event is for a period of seven days or more and planned for more than 50,000 attendees, the temporary signs may be displayed thirty (30) days before the commencement of the event and shall be removed within seven days after the event.

I hereby certify that these temporary signs will be in complete conformance with Clay County sign ordinance.

Signature of agent/applicant _____

Company: _____

Address: _____

APPROVAL BY:

Cheryl Miller, Division Director
Code Enforcement Division

DENIAL BY:

Cheryl Miller, Division Director
Code Enforcement Division

The director shall render a decision within 10 days after an application is made for such signs. SEE ATTACHED

Sign location: _____

DO NOT PLACE SIGNS IN THE RIGHTS-OF-WAY

REQUIREMENTS PER SIGN CODE

You must meet the following requirements:

1. **Signs are prohibited within rights-of-way.**
2. Signs are prohibited on telephone or electric poles.
3. Signs are prohibited on trees.
4. Signs can be placed on PRIVATE property only with the permission of the property owner, and must be placed five feet (5') inside the property line on the private property.
5. Sign size is based on the zoning of the property where the sign is being placed. Please contact the Zoning Department at (904) 278-4705 with the legal description of the property in order to determine the zoning of the property and what size sign may be posted.
6. When a Temporary Special Event Sign Permit Application is completed, please return to the Code Enforcement Division, at P. O. Box 1366, 2497 SR 16 West, Green Cove Springs, FL 32043 or fax to 278-3631 Attention: Cheryl Miller. A decision will be rendered within ten (10) days after an application is submitted.]