



# St. Johns County Growth Management Special Event Signage Form

*This Form is used for all Signage Registration*

Date

Property Owner(s)  Phone Number   
 Address  Fax Number   
 City  State  Zip Code  email

Are there any owners not listed?  No  Yes If yes please provide information on separate sheet.

Applicant  Phone Number   
 Address  Fax Number   
 City  State  Zip Code  email

Location of Special Signage

Name of Business/Agency/Individual or Type of Event

Display Duration: Beginning Date  Ending Date

Banners: Number  Height  Width   
(3 max.) 120 sq. ft. Maximum, each

Flags: Number  Pole Height  Flag Size   
(3 max.) Maximum Varies 20% of Pole Height

**Note: Flags must be flown on a pole.**

Anchored Balloons: Number  Top Height of   
(3 max.) 30' Maximum

On Premise

Anchored Balloon: A Balloon that may have various shapes, forms and sizes, that when inflated through any means, remains secured to and in contact with the ground at all times. A tethered Balloon is not an Anchored Balloon.

Reminder:

- (1) All Special Events Signage must be registered on the property parcel where the event will occur. **No Signage permitted on adjacent road right of way.**
- (2) All Special Events Signage must be registered with St. Johns County before the Start and must be removed at the end of the last Display day indicated above.

Sign Size(s)

Sign Location(s)

Agricultural Fair Signage, Community festival, public community events Signage and similar Signage, limited to thirty-two (32) square feet. The number and approximate location of such Signs shall be registered with the County, prior to Erection. Such Signage shall only be erected on private or County owned property, not to include Rights-of-Way, with the property Owners permission and shall be removed immediately after the event is over. When such Signs are registered with the County, the event's contact person name, address and telephone number shall be provided. Such Signs may be erected thirty (30) days prior to the event and shall be removed with fifteen (15) days thereafter.

Reminder:

1. No Signage permitted to be placed within State or County Rights-of Way
2. All applications require Letter from Property Owner if other than the applicant, authorizing the Placement of Sign(s)
3. All Events Signage must be registered with St. Johns County before the start and such signs may be erected thirty (30) days prior to the event and shall be removed within fifteen (15) days thereafter

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner or person authorized to represent this application:

Signed By \_\_\_\_\_

Printed or typed name(s)

Approved by \_\_\_\_\_

\_\_\_\_\_ Title

\_\_\_\_\_ Date

**Note: For On Premise or Signage not associated with a Temporary Use this form shall be submitted directly to St. Johns County Code Enforcement, Fax number 904-209-0600 or E-mail to [codenf@sjcfl.us](mailto:codenf@sjcfl.us).**

**For Off Premise Signage this form shall be submitted to the Planning & Zoning Section, Fax number 904-209-0576 or E-mail to [faxplandept@sjcfl.us](mailto:faxplandept@sjcfl.us).**