

**ELECTRONIC MESSAGE CENTER (E.M.C.)
PERMIT APPLICATION**

*Osceola County Planning and Zoning Office
1 Courthouse Square, Suite 1400
Kissimmee, Florida 34741*

Permit No. _____

Issue Date _____

Expiration Date _____

NEW _____ **ANNUAL RENEWAL** _____ *(PLEASE ONLY CHECK ONE)*

- 1. APPLICANT _____ PHONE NUMBER _____
- 2. JOB ADDRESS _____
- 3. LEGAL DESCRIPTION / TAX PARCEL NO. _____
- 4. PROPERTY OWNER / LANDLORD _____
- 5. AUTHORIZED AGENT _____
- 6. PRINCIPAL BUSINESS NAME / PRINCIPAL PROPERTY USE _____
- 7. OWNER OF ELECTRONIC MESSAGE CENTER _____

THE FOLLOWING EXHIBITS MUST BE ATTACHED TO THE APPLICATION FORM PRIOR TO ITS SUBMISSION TO THE COUNTY. (THOSE ITEMS LABELED BELOW WITH AN * ARE ONLY REQUIRED WITH NEW PERMITS AND NOT REQUIRED WITH A RENEWAL PERMIT):

- A. PROVIDE PROOF OF OWNERSHIP. A COPY OF A TAX BILL OR A PRINT OUT FROM THE PROPERTY APPRAISER'S OFFICE IS REQUIRED. IN LIEU OF THESE, DEED(S) OF RECORD (AVAILABLE FROM THE COUNTY CLERK'S OFFICE) FOR THE LAND WITHIN THE PROPERTY BOUNDARY MAY BE PROVIDED.
- B. A LETTER OF CERTIFICATION THAT THE APPLICANT IS AUTHORIZED TO SIGN THE APPLICATION AS THE AGENT. ALL LETTERS OF AUTHORIZATION MUST BE NOTARIZED.
- C. AFFIDAVIT FOR ELECTRONIC MESSAGE CENTER WHICH ACCOMPANIES THIS APPLICATION.
- D. PERMIT FEE: \$125.00
- E. * A SITE PLAN SHOWING THE DIMENSIONS OF THE PARCEL THAT THE ELECTRONIC MESSAGE CENTER IS LOCATED ON, PLACEMENT OF THE E.M.C. SIGN STRUCTURE, THE SETBACKS OF THE SIGN STRUCTURE FROM THE PROPERTY LINES, RIGHT OF WAY LINES AND RESIDENTIAL PROPERTY LINES THAT ARE WITHIN THREE HUNDRED (300) FEET OF THE SIGN STRUCTURE AND ANY OTHER EXISTING IDENTIFICATION SIGNS LOCATED ON THE ELECTRONIC MESSAGE CENTER SITE.
- F. * IF SIGN STRUCTURE IS LESS THAN THREE HUNDRED (300) FEET FROM A RESIDENTIAL PROPERTY LINE, PROVIDE:
 - 1.) * PLANS THAT DEMONSTRATE THE E.M.C. FACE SHALL BE FACING AWAY FROM THE RESIDENTIAL PROPERTY.
- G. * AN ELEVATION PLAN THAT SHOWS ENTIRE SIGN STRUCTURE WITH ALL DIMENSIONS.
- H. * E.M.C. SPECIFICATIONS WHICH SHALL INCLUDE:
 - 1.) * LOCATION OF DISCONNECT SWITCH.
 - 2.) * DETAILS OF AUTOMATIC DIMMING DEVICES, LIGHT DIFFUSERS AND SUN SCREENS.

Notice

A separate building permit is required for placement of a new Electronic Message Center. A building permit obtained pursuant to this application becomes null and void if operation of the Electronic Message Center is suspended or abandoned for a period of six (6) months, or at the expiration of the current calendar year, whichever is first.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws, ordinances, or policies governing this type of sign structure, whether specified herein or not shall be honored. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the placement or operation of Electronic Message Centers. In addition to requirements for the permit herein sought, there are additional restrictions applicable to this Electronic Message Center that may be found in the Land Development Code of Osceola County.

SIGNATURE OF E.M.C. OWNER OR AUTHORIZED AGENT _____

SIGNATURE OF PROPERTY OWNER IF E.M.C. OWNER IS NOT THE PROPERTY OWNER _____

Do not mark below this line – Osceola County Planning & Zoning Office use only

APPLICATION ACCEPTED BY: _____ DATE: _____
 APPROVED FOR ISSUANCE BY: _____ DATE: _____
 PERMIT ISSUED BY: _____ DATE: _____
 SPECIAL CONDITIONS: Expiration Date _____ Other _____

Code Enforcement Inspection _____Y _____N Comments _____

PERMIT FEE \$ _____ Paid _____Y _____N