



The Village of North Palm Beach

Community Development Department • Building Division

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www.village-npb.org

FOR SALE/LEASE SIGN APPLICATION

SUBMITTAL DATE		PERMIT NUMBER	
<i>(OFFICE USE ONLY)</i>		<i>(OFFICE USE ONLY)</i>	
PROPERTY OWNER INFORMATION		FOR SALE/LEASE SIGN LOCATION	
Name		Name	
Company		Business	
Street Address		Street Address	
Suite / Apt Number		Suite / Apt Number	
City / State / Zip		Phone Number	
E-Mail Address		Parcel Control Number (PCN) - <i>Can be found on parcel's tax bill</i>	
APPLICANT/CONTACT INFORMATION			
Name		<p>NOTE: All such signs shall be supported by two posts and shall not be installed, erected or displayed prior to issuance of a use permit. A use permit shall be issued for a period of six (6) months or until one hundred percent (100%) of the units located on the property for which the use permit has been issued are leased or sold, whichever first occurs. Permits may be renewed on a semi-annual basis.</p>	
Company			
Address			
City			
State / ZIP			
Phone Number		Applicant Signature	
E-Mail Address		Date	
		Print Name Below	
SUBMITTAL CHECKLIST			
	Paper or cardboard not permitted.		Survey/Site Plan showing site location
	Signs attached to posts shall be installed on plywood or similar material at least one-half inch thick and shall be affixed through the use of weather-resistant screws.		Sign posts shall consist of a 4' x 4' of treated wood or similar material and shall be buried into the ground a minimum of two (2) feet (the use of concrete is prohibited).
	For Sale/Lease Application Fee		Detail showing sign height (max. 8 feet)
	Conceptual drawing with material description (i.e. content, colors, size,) and setback location		Details of installation and sign attachment
	Other:		