



# City of Lake Helen Sign Permit Guidelines

## Sign Guidelines & Application

Please complete attached application and provide the following:

- Site Plan
- Proposed Sign (all sides)
- Prior to final approval of a sign permit the plans and renditions shall be presented to both the Historic Preservation Board and the City Commission for the opportunity of public review and comment. Final approval for the issuance of a permit within the Gateway Overlay shall remain with the City Administrator or his/her designee. (Properties with a Certificate of Designation must follow Article 5).

### Historic Preservation Board Submittal Dates

Meeting Date	Submission Due Date	Input at City Commission Meeting
Tuesday, May 01, 2018	Tuesday, April 17, 2018	Thursday, May 10, 2018
Tuesday, June 05, 2018	Tuesday, May 22, 2018	Thursday, June 14, 2018
Tuesday, July 03, 2018	Tuesday, June 19, 2018	Thursday, July 12, 2018
Tuesday, July 31, 2018	Tuesday, July 17, 2018	Thursday, August 09, 2018
Tuesday, September 04, 2018	Tuesday, August 21, 2018	Thursday, September 13, 2018
Tuesday, October 02, 2018	Tuesday, September 18, 2018	Thursday, October 11, 2018
Tuesday, October 30, 2018	Tuesday, October 16, 2018	Thursday, November 08, 2018
Tuesday, December 04, 2018	Tuesday, November 20, 2018	Thursday, December 13, 2018

- Fee: \$67.00  
 \$42.00 Sign Permit plus \$25.00 Application Fee for HPB per City of Lake Helen Fee Schedule

### Questions:

PO Box 39, Lake Helen, Florida 32744  
 Phone: 386-228-2121, Fax: 386-228-9714  
[www.lakehelen.com](http://www.lakehelen.com)

## Sign Guidelines & Application

<b>Application Date:</b> _____					
<b>Zoning:</b>				<b>Type of Sign:</b>	
<b>Business Name:</b>					
<b>Location of Property:</b>					
<b>Applicant Name:</b>					
<b>Applicant Type:</b>		<input type="checkbox"/> Owner		<input type="checkbox"/> Contractor	
				<input type="checkbox"/> Design Professional	
<b>Phone:</b>				<b>Fax:</b>	
<b>Email:</b>				<b>Website:</b>	
<b>Address:</b>					
<b>City, State and Zip Code:</b>					
<b>Owner Name:</b>					
<b>Owner Address:</b>					
<b>City, State and Zip Code:</b>					
<b>Phone:</b>		<b>Fax:</b>		<b>Email:</b>	
<b>I have read and I understand the provisions of Article 4.10:</b>					
<b>Signature of Applicant:</b>					
<b>Date:</b>					
<b>Notarized:</b>		<p>Signed this ____ day of _____, 20__</p> <p>State of _____ County of _____</p> <p>The foregoing instrument was acknowledged before me this ____ day of _____, _____</p> <p>by _____ who is personally known to me ____ or has produced _____ as identification.</p> <p>_____ Print Name of Notary</p> <p>_____ Notary Signature</p> <p style="text-align: center; font-size: small;">SEAL</p>			
<b>Office Use Only:</b>					
<b>Administrative Approval Signature:</b>					
<b>Date:</b>					

---

#### **4.10.00 Signs**

---

#### **4.10.01 General Provisions**

---

Signage is an integral part of the urban landscape. Effective and coordinated management of signage can enhance the aesthetics of a community, improve pedestrian and vehicular traffic safety, promote quality development and minimize the adverse effects of signage on adjacent and nearby public and private property. The regulations for signs have the following specific objectives:

- ✓ To ensure that signs are designed, constructed, installed and maintained according to minimum standards to safeguard life, health, property and public welfare;
- ✓ To allow and promote positive conditions for sign communication;
- ✓ To reflect and support the desired ambience and development patterns of the various zones, overlay zones, and plan districts and promote an attractive environment;
- ✓ To allow for adequate and effective signs whose dimensional characteristics further the interests of public safety and the needs of the motorist, where signs are viewed from a street or roadway.
- ✓ To ensure that the constitutionally guaranteed right of free expression is protected.

---

#### **4.10.02 Types of Signs Permitted**

---

The following types of signs are permitted:

- **Ground Signs** - A sign erected on a freestanding frame, mast or pole that extends from the ground.
- **Projecting Signs** - A sign erected as an integral part of a building or structure that extends more than twelve (12) inches and less than four feet (4') beyond such building or structure.
- **Temporary Signs** - A sign that is intended to be displayed for a limited period of time.
- **Wall Signs** - A sign erected to the wall of any building, structure or retaining wall that extends twelve (12) inches or less beyond such wall.
- **Window Signs** - A sign painted, attached or hanging on the inside of a window or other opening which is visible from outside. This does not include merchandise which is normally stored or shelved inside a window for sale. Signs on windows shall not exceed twenty-five percent (25%) of the total glass area square footage, or the area as specified by the zoning district where the business is located.

---

#### **4.10.03 Exempted Signs**

---

The following signs are exempt from the provisions of this article:

1. Signs not exceeding two (2) square feet in area that only display property numbers, post office box numbers, or the names of the occupants of the premises.
2. Signs of governmental units or agencies on public property or public right-of-way which are erected for the public health, safety and welfare.
3. Signs that direct and guide traffic and parking.
4. National flags, flags of political subdivisions, and symbolic flags of an institution.
5. Historical markers, integral decoration or architectural features of buildings except letters, trademarks, moving parts, or moving lights.
6. Danger, poison, precautionary, safety, or signs of similar nature.
7. No trespassing, no hunting or signs of a similar nature.
8. Signs advertising sale of agricultural products grown on the premises as long as such signs do not exceed four and a half (4.5) square feet of copy area.

---

#### **4.10.04 Prohibited signs and displays**

---

1. Signs on public utility poles and trees. No sign of any type, except signs posted by the utility to their poles, shall in any way be attached to any public utility poles or trees. Paper and cardboard signs are prohibited to be used as any type of sign throughout the city.
2. Sign over public property. No sign shall extend over public property or public right-of-way.

3. Banner signs. Banner, balloons, pendants, streamers, or other types of attention getting devices, except temporary signs and as approved by the City Administrator or his/her designee. Banner signs may not be placed across any street or thoroughfare without the approval of the City Administrator or his/her designee and the Florida Department of Transportation (FDOT), where appropriate.
4. Illumination features. No sign shall be located where it can be seen from any street or highway that in any way resembles a traffic signal or emergency vehicle light. This includes any rotating and/or flashing signal lamps of any color, similar to those used on emergency vehicles.
5. Off-site signs. Off-site advertising, which promotes or advertises a business off of the property where the business is physically located, except signage permanently affixed to a trailer or vehicle or billboards as outlined in 4.10.26, is prohibited within the city limits. This excludes business names and trademarked symbols which are located on equipment, gear, clothing or other personal items or effects which are manufactured, produced and/or sold by said business.
6. General. The following signs, sign features, or attention getting devices are prohibited:
  - a. Bullseye, spiral, divergent, sequential, flashing or intermittent lights or messages designed to draw and focus attention to a single point.
  - b. Spectacular signs, with the exception of changeable message boards and/or electronic reader board signs, are allowed in accordance with this code.
  - c. Signs which are held by a person and twirled, and any type of rotating paddle signs which change the displayed message when the paddles are rotated.
  - d. No sign of any kind shall be located, to in any way interfere with, block the view of, resemble or look similar enough to be confused with any authorized traffic signal, sign or device.
  - e. No sign shall use words of warning, such as "STOP," "LOOK," "DANGER," or any word, phrase, symbol or character that in any way interferes with, distracts or confuses motorists.
  - f. No sign of any kind shall be located to interfere with the clear line-of-sight for motor vehicle, bicycle or pedestrian traffic. Any signs found to be in violation will be immediately removed at the sole discretion of the city code compliance officer or city official.
7. Signs on glass visible from a public right-of-way shall not exceed twenty-five percent (25%) of the total square footage of the glass area on which the sign is located.
8. A trailer or vehicle sign, when not permanently affixed to the trailer or vehicle, which is parked for the intended purpose of adding additional signage beyond that which is allowed by this Code. This provision does not apply to a trailer or motor vehicle which has a business identification sign permanently affixed to it, which is operable, properly licensed, and regularly used for the daily operation of the business, which does not remain parked on the business property for any extended or excessive period of time as determined by the code compliance officer, or when it is parked temporarily at any other location, such as the operator's residence, or while the operator of the vehicle is conducting business.
9. No illuminated sign or display shall be located as to violate City Code.
10. Any other signs not specifically identified as being allowed are classified as being prohibited.
11. Signage placed within the public rights-of-way unless approved by City Administrator or his/her designee in advance.
12. No temporary signage shall be placed on city owned property unless approved by the City Administrator or his/her designee in advance.

---

#### **4.10.05 Address Signage for Public Safety**

---

Each property owner must mark their property using numerals that identify the address of the property so that public safety departments can easily identify the address from the public street. The size and location of the identifying numerals and letters if any must be proportional to the size of the building and the distance from the street to the building and in no case larger than two (2) square feet in sign copy area for parcels in residential use and four (4) square feet in sign copy area for parcels in nonresidential use. In cases where the building is not located within view of the public street, the identifier must be located on the mailbox or other suitable device such that it is visible from the street.

---

#### **4.10.06 Residential Signage**

---

Single-family residential uses shall be permitted to have a maximum of one and a half (1 ½) square feet of signage.

---

#### **4.10.07 Multi-family residential**

---

Multi-family residential uses consisting of two to four residential units shall be permitted to have a maximum of one and a half (1 ½) square feet of signage per residential unit for the sole use of each individual residential unit. Signage shall be affixed to the wall adjacent to the entrance to each individual residential unit.

Multi-family residential uses consisting of greater than four residential units shall be permitted to have a maximum of one and a half (1 ½) square feet of signage per residential unit for the sole use of each individual residential unit. In addition, multi-family residential uses consisting of greater than four residential units shall be permitted to have a monument sign, or "period" sign, no larger than sixteen (16) square feet in area, or four feet (4') in height, at the entrance to the residential complex.

---

#### **4.10.08 Temporary signs**

---

The following standards and criteria shall apply to all temporary signs located and placed within the city limits.

1. These signs shall all be freestanding signs, constructed of sturdy, all-weather materials such as hard plastic, vinyl, masonite or wood of a sufficient thickness to withstand the local weather conditions commonly experienced. (Paper and cardboard signs are strictly prohibited).
2. No temporary signage shall be placed within the public rights-of-way or on city owned property unless approved by the City Administrator or his/her designee in advance.
3. No part of any temporary sign shall be located closer than five feet (5') from front property line or a public right-of-way and ten (10) feet from adjacent property lines, and in no instance shall any temporary sign obstruct the visibility of any motorist, bicyclist or pedestrian from seeing oncoming pedestrians, bicyclists or vehicular traffic.
4. These signs may be double-faced, with messages on the front and back sides of the same sign, and only the sign area of one (1) side shall be used for the sign area calculations.
5. No single sign shall exceed six (6) square feet in sign area, and a total of three (3) temporary signs are permitted on any one (1) property, with a maximum of eighteen (18) square feet of total combined sign area, at a maximum height of four feet (4') for all signs. Each temporary sign shall be permitted for up to ninety (90) calendar days.
6. Temporary signs shall be removed within three (3) calendar days from the date the scheduled event has concluded, if applicable, or by the ninety-day (90) deadline defined in subsection 5 above, whichever occurs first.

---

#### **4.10.09 Directional signs**

---

Used to control vehicle traffic circulation, ground directional signs may be located on commercial properties at points of ingress and egress up to the property line or in other locations as approved by the City Administrator or his/her designee. No directional sign shall be erected within any required parking space. Directional signs will be limited to three (3) square feet in area, with lettering eight (8) inches or less in height and it may display the names and/or symbol of the establishment provided that such name or symbol shall not exceed fifty percent (50%) of total sign area. Ground private directional signs are limited to four feet (4') in height. These signs do not require a sign permit or fee.

---

#### **4.10.10 Reader boards or signs with interchangeable letters**

---

No reader board or sign that allows interchangeable letters or messages shall be larger than thirty-two (32) square feet.

---

#### **4.10.11 Portable sidewalk or sandwich sign, menu boards**

---

Used to draw pedestrian traffic, these types of signs shall be allowed in Downtown Commercial District (DCD) zoning. One (1) sign shall be allowed per properly licensed business, which must comply with the following requirements:

1. Signs require a permit and fee, as approved by resolution of the City Commission, and they shall not exceed nine (9) square feet in size.

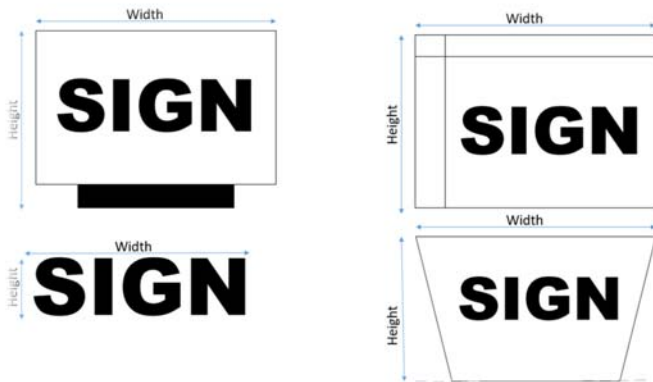
2. Signs shall be placed no closer than five feet (5') from any property line or public right-of-way, and they shall not be placed in any vehicular circulation areas, parking spaces, or on any public or private walkway, sidewalk or bike path.
3. Signs shall be removed at the close of each business day and in the event of an emergency or impending natural disaster.
4. Signs shall be of stable construction and secured or weighted to prevent their movement.

---

#### 4.10.12 Calculating sign area

---

In computing sign area, standard geometry formulas for common shapes shall be used. Common shapes shall include squares, rectangles, trapezoids, circles, and triangles. In the case of irregular shapes, the total sign area will be the area of the smallest common shape that encompasses the various components of the sign (see graphic below).



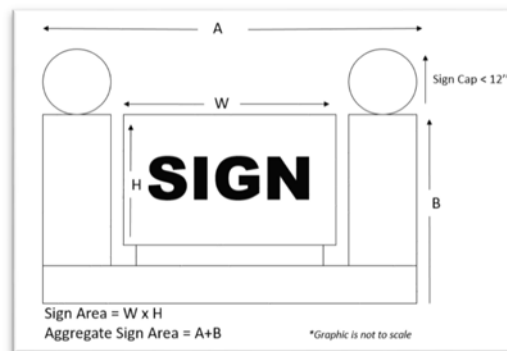
All words and components of a sign, including the support base of freestanding signs, shall be deemed to be part of a single sign. Individual words or components may be considered separate signs only if they are obviously disassociated from other components. When signs are enclosed in a border (not to include the cabinet) or highlighted by background graphics, the perimeter of such border (not to include the cabinet) or background will be used to compute sign area. Double face signs that meet the definition contained in this article shall be considered one sign.

---

#### 4.10.13 Measuring sign height/clearance

---

1. Ground sign height shall be measured from the ground elevation at the base of the sign to the highest point of the sign structure. Decorative column caps may extend up to 12 inches above the maximum height permitted.
2. The clearance of a projecting sign shall be measured from the bottom of the area to the ground below.
3. The height of a wall sign shall be measured from the grade level of the base of the building below the sign to the top of the sign. The top of the area shall be no higher than the roof eave line.




---

#### 4.10.14 Construction and maintenance requirements

---

1. Except for banners, flags, temporary signs, and window signs conforming in all respects with the requirements of this Code, all signs shall be constructed of durable materials and shall be permanently

attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure.

2. All signs and their supports, braces, guys, and anchors; electrical parts and lighting fixtures; and all painted and display areas shall be maintained in good structural condition, in compliance with all building and electrical codes and in conformance with this Code at all times. Damaged faces or structural members shall be promptly replaced.
3. Vegetation around, in front of, behind, and at the base of any sign shall be maintained and neatly trimmed to conform to City landscape maintenance standards.
4. All signs shall maintain a minimum clearance from electric power lines of ten feet horizontally and 15 feet vertically or as otherwise directed by the utility provider.
5. No sign structure or framework may be exposed by removal of sign faces for a period in excess of 15 days.

---

**4.10.15 Individual Commercial, Office, and Industrial Signage (signage for individual businesses that are not located within a shopping center, business park, industrial park or multi-building development)**

---

1. One (1) ground sign, no greater in area than twenty (20) square feet and no greater than five feet (5') in height, shall be permitted for business identification purposes along roadways. There shall be no more than two (2) ground signs per property.
2. Directional signs will be limited to three (3) square feet in area, with lettering eight (8) inches or less in height and it may display the names and/or symbol of the establishment provided that such name or symbol shall not exceed fifty percent (50%) of total sign area. Ground private directional signs are limited to four feet (4') in height. These signs do not require a sign permit or fee.
3. Wall signage not to exceed one and a half (1 ½) square feet per linear foot of building front footage, up to a maximum of eighty (80) square feet, shall be permitted. Maximum wall sign vertical dimension shall not exceed twenty-five percent (25%) of the height of the lowest wall of the building, or a maximum of four feet (4') whichever is less.
4. Signage shall be set back a minimum of five feet (5') from the nearest edge of the sign to the road right-of-way and twenty-five feet (25') to the adjacent property line.
5. Signs on windows shall not exceed twenty-five percent (25%) of the total glass area square footage, or the area as specified by the zoning district where the business is located. The remaining required open space of windows shall remain unencumbered or blocked by any objects or items which are not either affixed to, or part of the window, such as shades, blinds or curtains.

---

**4.10.16 Commercial, Office, Shopping Center & Multi-tenant Building Signage**

---

1. One (1) ground sign, no greater in area than forty-eight (48) square feet on arterial roadways or thirty-two (32) square feet on all other roadways, and no greater than six feet (6') in height, shall be permitted for building and tenant identification purposes. There shall be no more than two (2) ground signs per property.
2. Directional signs will be limited to three (3) square feet in area, with lettering eight (8) inches or less in height and it may display the names and/or symbol of the establishment provided that such name or symbol shall not exceed fifty percent (50%) of total sign area. Ground private directional signs are limited to four feet (4') in height. These signs do not require a sign permit or fee.
3. Wall signage not to exceed one and a half (1 ½) square feet per linear foot of building front footage, up to a maximum of eighty (80) square feet, shall be permitted for building and tenant identification purposes. Tenant wall signage shall not exceed ten (10) square feet per tenant. Maximum vertical dimension of building identification wall signage shall not exceed twenty-five percent (25%) of the height of the lowest wall of the building, or four feet (4'), whichever is less. Maximum vertical dimension of tenant wall signage shall not exceed a maximum of one and a half (1 ½) feet.
4. All tenant wall signage shall be uniform across the exterior of the building.
5. One (1) ground or wall directory sign shall be permitted for each multi-tenant building. Such sign shall not exceed twenty (20) square feet in area, nor four feet (4') in height.

6. Signage shall be set back a minimum of five feet (5') from the nearest edge of the sign to the right-of-way and twenty-five feet (25') to the adjacent property line.
7. Signs on windows shall not exceed twenty-five percent (25%) of the total glass area square footage, or the area as specified by the zoning district where the business is located. The remaining required open space of windows shall remain unencumbered or blocked by any objects or items which are not either affixed to, or part of the window, such as shades, blinds or curtains.

---

#### **4.10.17 Business and Industrial Park Signage**

---

1. One (1) ground sign for park identification purposes shall be permitted for each public right-of-way entrance to the park. Maximum sign area shall not exceed forty-eight (48) square feet and maximum sign height shall not exceed six feet (6').
2. Directional signs will be limited to three (3) square feet in area, with lettering eight (8) inches or less in height and it may display the names and/or symbol of the establishment provided that such name or symbol shall not exceed fifty percent (50%) of total sign area. Ground private directional signs are limited to four feet (4') in height. These signs do not require a sign permit or fee.
3. Individual buildings within the parks shall be permitted to have one (1) ground sign to identify the name and location of the business. Such signage shall not exceed a maximum area of forty-eight (48) square feet or a maximum height of six feet (6').
4. Wall signage for identification of individual principal buildings within the park shall be permitted. Signage for individual principal buildings shall not exceed one and a half (1 ½) square feet per linear foot of the front of the building, up to a maximum of one hundred fifty (150) square feet. Maximum vertical dimension of wall signage shall not exceed twenty-five percent (25%) of the height of the lowest wall of the building, up to a maximum vertical dimension of four feet (4').
5. All signage within the park shall be uniform from building to building.
6. Signage shall be set back a minimum of five feet (5') from the nearest edge of the sign to the right-of-way and twenty-five feet (25') to the adjacent property line.
7. Signs on windows shall not exceed twenty-five percent (25%) of the total glass area square footage, or the area as specified by the zoning district where the business is located. The remaining required open space of windows shall remain unencumbered or blocked by any objects or items which are not either affixed to, or part of the window, such as shades, blinds or curtains.

---

#### **4.10.18 Public Lands and Institutions**

---

1. One (1) ground sign, no greater in area than forty-eight (48) square feet on arterial roadways or thirty-two (32) square feet on all other roadways, and no greater than six feet (6') in height, shall be permitted for identification purposes. There shall be no more than two (2) ground signs per property.
2. Directional signs will be limited to three (3) square feet in area, with lettering eight (8) inches or less in height and it may display the names and/or symbol of the establishment provided that such name or symbol shall not exceed fifty percent (50%) of total sign area. Ground private directional signs are limited to four feet (4') in height. These signs do not require a sign permit or fee.
3. Wall signage for identification of individual buildings within the property shall be permitted. Signage for the principal building, or accessory buildings, shall not exceed one and a half (1 ½) square feet per linear front footage of such building, up to a maximum of eighty (80) square feet. Signage for all other individual buildings shall not exceed a maximum of twenty (20) square feet. Maximum vertical dimension of wall signage shall not exceed two feet (2').
4. One (1) ground or wall directory sign shall be permitted for property that contains multiple buildings. Such sign shall not exceed twenty (20) square feet in area, nor four feet (4') in height.
5. Signage shall be set back a minimum of five feet (5') from the nearest edge of the sign to the right-of-way and twenty-five feet (25') to the adjacent property line.
6. Signs on windows shall not exceed twenty-five percent (25%) of the total glass area square footage, or the area as specified by the zoning district where the business is located. The remaining required open space of windows shall remain unencumbered or blocked by any objects or items which are not either affixed to, or part of the window, such as shades, blinds or curtains.



---

#### **4.10.19 Nonconforming Signs**

---

All signs lawfully in existence which do not conform to the provisions of this article are declared nonconforming signs. It is the intent of this article to eliminate nonconforming signs expeditiously and fairly, and to avoid any unreasonable invasion of property rights. No nonconforming sign shall be changed, expanded or altered in any manner which would increase the degree of its nonconformity, or be structurally altered to prolong its useful life, or be moved in whole or in part to any other location where it would remain nonconforming.

1. Termination by abandonment or close of business: Any nonconforming sign structure determined to have been abandoned due to the business closing down or relocating shall be presumed to be abandoned and cannot be reestablished except in compliance with this article, excluding any such period caused by actions or events not caused by the property owner, such as natural disaster, government actions, or other acts of God. Signs related to a business which has closed or relocated shall be terminated on the date the business moves out. In the case of multi-tenant signs advertising more than one (1) business, the property administrator or owner shall work with the City Administrator or his/her designee to make any changes to the messages on said signage, and a sign permit shall be required.
2. Termination by damage or destruction: Any nonconforming sign damaged or destroyed, by any means, to the extent of more than fifty percent (50%) of its current replacement cost, as determined by a cost estimate provided by the sign contractor at the time of application, and as approved by the City Administrator or his/her designee, shall be terminated and shall not be restored, except in compliance with this article.
3. Termination by redevelopment, maintenance or repairs: Whenever any revisions, modifications, maintenance or repairs are made which affects the signage on a building or a site, to the extent of more than fifty percent (50%) of the signs' current replacement cost, as determined by a cost estimate provided by a sign contractor licensed to do said work at the time of application, and as approved by the City Administrator or his/her designee, then all affected signs and sign structures shall be brought into compliance with the current city and building codes, or be removed.

---

#### **4.10.20 Lighting of Signs**

---

1. Any lighting used to illuminate signs shall be shielded such that the light source cannot be seen from abutting roads or properties.
2. No unshielded light source may be visible from the edge of the public right-of-way at a height of three feet.
3. Sign lighting shall not be designed or located to cause confusion with traffic lights.
4. Illumination by floodlights or spotlights is permissible if none of the light emitted shines directly onto an adjoining property or into the eyes of the motorist using or entering public streets.
5. Illuminated signs shall have luminance no greater than 300 foot candles.
6. Illuminated signs shall not have lighting mechanisms that project more than 18 inches perpendicularly from any surface of the sign over public space
7. Backlit awnings are prohibited.

---

#### **4.10.23 Sign Colors**

---

1. Neutral, cool, or earth tone colored signs are permitted (Green, Blue and Brown) and must complement the colors used on the structure(s) and project as a whole.
  - a. Fluorescent colors shall be prohibited on all exterior surfaces.
  - b. Colors that are deemed loud, clashing or garish shall be prohibited.
2. The total number of colors used in any one sign should be limited in order to avoid confusing and/or negating the sign message and its readability.
3. Signs should always strive to provide a contrast in lettering to insure legibility; with light letters utilized for dark sign backgrounds, or dark letters on a light background.
4. Colors or color combinations that interfere with legibility of the sign copy, or that interfere with viewer identification of other signs, should be avoided.



# Property Owner Affidavit

## Notification to Owner and Request for Authorization for tenant to apply for a City of Lake Helen Sign Permit

As legal owner of the property located at \_\_\_\_\_  
Print Physical Property Address (Street #, Name, City, State & Zip Code)

In the City of Lake Helen, Volusia County, Florida, I am aware and hereby give permission to my tenant

\_\_\_\_\_ to apply for a Sign Permit at the following business:  
(Print Tenant Full Name (First, Middle initial, and Last Name))

\_\_\_\_\_  
(Name of Business)

\_\_\_\_\_  
Property Owner Printed Full Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Mailing Address

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_  
Property Owner Daytime Phone Number

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

by \_\_\_\_\_ who is personally known to me \_\_\_\_\_

or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Print Name of Notary

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

SEAL