

DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

EMAIL: \_\_\_\_\_



DESIGN CONTROL BOARD  
 SIGN REQUEST FORM  
 401 WALNUT STREET, 34759  
 PHONE: 863-427-0900 / FAX 863-427-0659

DATE: \_\_\_\_\_ REQUEST No: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

LEGAL DESCRIPTION AND PHYSICAL ADDRESS OF SITE: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

ADDRESS OF PROPERTY OWNER: \_\_\_\_\_

NAME AND ADDRESS OF SIGN CONTRACTOR: \_\_\_\_\_

(If applicant is other than the property owner, written authorization from the owner or the owner's authorized representatives must accompany this form. Proof of ownership must be provided if required)

**NEED A COPY OF THE PROPERTY SURVEY INDICATING THE LOCATION OF THE SIGN**

DESCRIPTION OF SIGN: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

All sign requests must be reviewed by the Design Control Board on any scheduled DCB meeting. The DCB meets the 1<sup>st</sup> Wednesday and 3<sup>rd</sup> Wednesday of the month. An approval from the Design Control Board does not substitute or serve in lieu of any requires County Building Permit. However, a letter of approval may be used to facilitate obtaining the Building Permit.

To obtain the Design Control Board approval, the request requires compliance with the Poinciana Subdivision Declaration. Applicants acknowledge and agree with Master Signage Provisions and to uniform enforcement of the provisions.

**Property Owner** is responsible to restore to original condition any swales or greenways around this lot that are damaged by the builder or any of the builder's sub-contractors.

**Property Owner** must contact all utility companies, including cable and internet companies if installation of sign requires any digging.

I and/or my assign (s) have read the requirements set forth above and have understood that the compliance with the Master Signage Criteria is my/our responsibility without further notification from Association of Poinciana Villages, Inc. (APV). I/We will abide by the terms set forth in the Master Signage Criteria.

Applicants acknowledge receiving copy of the Master Signage Criteria section of the Poinciana Subdivision Declaration.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 ASSIGN OR CONTRACTOR FOR PROPERTY OWNER