



COLLIER COUNTY GOVERNMENT  
GROWTH MANAGEMENT DIVISION/  
PLANNING AND REGULATION

2800 NORTH HORSESHOE DRIVE  
NAPLES, FLORIDA 34104  
239) 252-2400 FAX (239) 252-6358  
[www.colliergov.net](http://www.colliergov.net)

**TEMPORARY USE PERMIT**  
**“COMING SOON” SIGN**  
*Permit valid in Non-Residential Zoning Districts only*

**PERMIT NO. TU-\_\_\_\_\_**

This TU number must be placed on base of sign ½ inch from bottom

**TO BE ISSUED FOR NEW BUSINESSES IN NEW BUILDINGS TO BE CONSTRUCTED ON PARCELS OR OUTPARCELS, WITH ONE SIGN ONLY PER PARCEL OR OUTPARCEL; SHOPPING CENTERS OR MULTIPLE-OCCUPANCY BUILDINGS ARE LIMITED TO ONE SIGN WHICH MAY ADVERTISE MULTIPLE BUSINESSES**

**PROPERTY INFORMATION**

Shopping Center: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Property ID # : \_\_\_\_\_ Zoning: \_\_\_\_\_

Building Permit #: \_\_\_\_\_ SDP/SIP #: \_\_\_\_\_

Permit valid from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (Or Sooner, see below)

This permit is valid for six (6) months from the date on which the Temporary Use permit is issued OR the date on which the building permit for the principal structure is issued, whichever is later, OR until a building permit for a permanent sign for the business is issued, whichever occurs first.

**OWNER INFORMATION**

OWNER NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

## APPLICANT INFORMATION

SAME AS OWNER

APPLICANT NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

## SIGN CONTRACTOR

SAME AS OWNER

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ CELL \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

## REQUIRED SUBMITTAL INFORMATION

- Attach one (1) copy of the site plan, showing (as applicable):
  - property boundaries
  - road rights-of-way and easements
  - access points
  - proposed sign location
- Attach one (1) copy of the plan for ground sign, showing
  - Typical elevation showing height and dimensions (in feet and inches)
  - building materials
  - sign face/copy

## CONDITIONS AND STIPULATIONS

- The sign must be placed upon or supported by structures or supports in or on the ground and be independent of support from any building so that the top edge of the sign face is less than eight (8) feet above grade
- The sign must not obstruct pedestrian traffic; interfere with vehicular traffic, parking or fire lanes; block vision at intersections; or obstruct access to adjacent units/lots/parcels/tracts
- The sign must be at least 10 feet from any right-of-way line and/or any property line
- The sign must be constructed of wood, plastic, or other similar material, and *may not* be a banner sign
- The sign area must be limited to thirty-two (32) square feet
- The sign copy is limited to the name of the business and if double sided, the copy must be identical on both sides



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This Temporary Use Permit for Coming Soon Sign will not reduce the number of days allowed the business or shopping center for Temporary Use Special Event permits.

*By acceptance of this permit, the applicant agrees to defend, hold harmless and indemnify Collier County and its agents from any and all liability which may arise as a result of the issuance of this permit and agrees to conform with applicable provisions of the Collier County Land Development Code in addition to the conditions and stipulations contained herein. Approval of this Temporary Use Permit does not constitute approval of or guarantee the structural integrity of the item being allowed to exist for the term indicated.*

*I, \_\_\_\_\_, property owner or property manager of the subject property, permit \_\_\_\_\_ to use the property as described herein during the time period indicated.*

\_\_\_\_\_  
*Property Owner/Manager*

\_\_\_\_\_  
*Date*

**Approval:**

\_\_\_\_\_  
*Planner*

\_\_\_\_\_  
*Date*

This permit does not constitute approvals which may also be necessary under other local, state and federal regulations, including, but not limited to right-of-way permit, building permit, FAA, FCC, fire district, & DEP. This TU permit is issued pursuant to information provided by the applicant.

**TU permit fee: \$125.00**  
**Checks payable to: Board of County Commissioners**