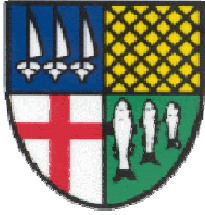


Town of Windermere



TOWN OF WINDERMERE VARIANCE FOR SIGNAGE REQUEST

Checklist:

1. Provide Property Owner's Agent Affidavit of Authorization if using an agent.
2. Provide Letter Describing Sign Variance Request addressed to the Town Clerk (See below). The letter of request should explain what the variance is for and why it is needed. Please provide photograph of the building area where signage will be placed.
3. Submit a site plan of the building involved with length of building dimensioned.
4. Provide details of existing signage on the building.
5. Provide dimensioned drawing, sketch or photograph of the proposed sign and size.
6. Submit Application Review Deposit: \$500.00 Made Payable to the Town of Windermere*
7. Submit Mail Notification Deposit: \$300 Made Payable to the Town of Windermere*
8. Note review of the request cannot begin without the deposits.

Procedure:

1. Submit (2) two original copies or one (1) PDF copy of required information to Wade Trim.
2. Public hearing notices will be mailed to property owners within 500 feet of the property by certified mail, including a self addressed stamped envelope for their reply. Applicant will be billed for all postage expenses.
3. Upon zoning review, applicant's request will be placed on the Development Review Board agenda and will proceed to Town Council for final approval.
4. Applicant should attend the Development Review Board (DRB) meeting, held the 3rd Tuesday of the month.
5. The DRB will make recommendation to the Town Council to review at their regular meeting date on the 2nd Tuesday of the following month. Applicant should attend the Town Council meeting.

DOROTHY BURKHALTER, TOWN CLERK
TOWN OF WINDERMERE
WINDERMERE, FL 34786

For More Information/Questions Contact:
BRAD CORNELIUS, AICP, WADE TRIM, INC.
(888) 499-9624 or tow@wadedtrim.com

**This amount does not include development or building permitting fees. Any remaining funds will be repaid to the applicant.*