

**January 5, 2016**

**Regular Public Meeting**

**6:00 P.M.**

**2775 Garrison Avenue**

**Port St. Joe, Florida**



## City of Port St. Joe

Bo Patterson, Mayor-Commissioner  
William Thursbay, Commissioner, Group I  
David Ashbrook, Commissioner, Group II  
Phil McCroan, Commissioner, Group III  
Rex Buzzett, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

# BOARD OF CITY COMMISSION

Regular Public Meeting

6:00 p.m.

2775 Garrison Avenue

Tuesday January 5, 2016

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## Call to Order

## Consent Agenda

### Minutes

- Regular Commission Meeting 12/15/15

Pages 1-4

### PSJRA

- Update

### City Attorney

- 102 Stone Drive- Update
- Resolution 2016-01 FDOT SCOP Grant

Pages 5-6

## Old Business

- Patton Park Lots

## New Business

- RFP 2015-14 Boardwalk Sewer Materials
- RFP 2015-16 Long Ave Water Line Materials
- RFP 2015-15 Presnells Lift Station (Handout)
- Humane Society Sign Permit

Pages 7-13

Page 14

Pages 15-22

### Public Works

- Long Ave. Sewer Evaluation- Update

### Surface Water Plant

- Update

### Waste Water Plant

- Update

### City Engineer

- Golf Cart Crossing- Update

### Code Enforcement

- Update

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### Police Department

- Surplus Property

Pages 24-25

**City Clerk**

- **Ethics Training**

**Citizens to be Heard**

**Discussion Items by Commissioners**

**Motion to Adjourn**

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, December 15, 2015, AT 6:00 P.M.**

The following were present: Mayor Patterson, Commissioners Buzzett, McCroan, and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce and Attorney Tom Gibson were also present. Commissioner Ashbrook joined the meeting at 6:08 P.M.

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner McCroan, second by Commissioner Thursbay, to approve the Minutes of the Regular Meeting on December 1, 2015, and the Special Meeting held December 8, 2015. All in favor; Motion carried 4-0.

**PORT ST. JOE REDEVELOPMENT ASSOCIATION (PSJRA) - Bill Kennedy**

Mr. Kennedy shared that rehabilitation work has begun on the Lighthouse Keepers' Quarters; the Downtown Maps were delivered last week; there will be a billboard display in Tallahassee for four or five months, beginning in January, inviting guests to visit Port St. Joe and climb the historic lighthouse; issues with the FDOT Phase IV landscaping have been resolved; FDOT Phase V design is beginning and he expects a Notice to Proceed by January; USDA has not provided the Notice to Bid for the Open Air Complex at the Rish Parking Lot and Mr. Kennedy anticipates a Pre-Bid meeting shortly.

**FLORIDA LEAGUE OF CITIES: Return on Policy – Tom Conley**

Mr. Conley presented the City with a Property and Casualty Return of Premium Check in the amount of \$27,044. This refund is given because there were no hurricanes this past year in Florida and the premiums submitted by the City were not used.

**CITY ATTORNEY – Tom Gibson**

*102 Stone Drive: Update* – Details are still being worked on and Mr. Gibson expects a contract will be executed soon.

Commissioner Ashbrook joined the Meeting.

*Ordinance 521, Design Standards: Second Reading and Consideration of Adoption* – A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, for Mr. Gibson to read Ordinance 521 by Title only. All in Favor; Motion carried 5-0.

Mr. Gibson read Ordinance 521 by Title only.

A Motion was made by Commissioner Thursbay, second by Commissioner Buzzett, to adopt Ordinance 521. All in favor; Motion carried 5-0.

*Ordinance 522, Port Security Fencing: Second Reading and Consideration of Adoption* – A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, for Mr. Gibson to read Ordinance 522 by Title only. All in favor; Motion carried 5-0.

Mr. Gibson read Ordinance 522 by Title only.

A Motion was made by Commissioner Ashbrook, second by Commissioner Thursbay, to adopt Ordinance 522. All in favor; Motion carried 5-0.



*Resolution 2015-11 SRF Wastewater Lagoon Study:* A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to adopt Resolution 2015-11. All in favor; Motion carried 5-0. Adopting of the Resolution will allow the City to go forward with the loan application for the study.

Mr. Gibson shared that there will be a Department of Economic Opportunity Conference held in Port St. Joe on May 5<sup>th</sup> and 6<sup>th</sup>, 2016.

## **CITY MANAGER'S REPORT – Jim Anderson**

### **Old Business**

*Patton Park Lots* – Discussion was held as to removing the time to build on the lots; involving a local realtor to list the property on MLS, and the possibility of listing other surplus City property with the new listing. A Motion was made by Commissioner Thursbay, second by Commissioner Ashbrook, to remove the buildout clause from the Covenants and Restrictions. All in favor; Motion carried 5-0. Mr. Gibson will bring back information of local realtors who may be able to list the property on MLS.

### **New Business**

*First United Methodist Church: Development Order Request* – A Motion was made by Commissioner McCroan, second by Commissioner Thursbay, to approve the Development Order Request. All in favor; Motion carried 5-0. The PDRB recommended approval of the request at their December 8, 2015, Meeting.

*TDC Update: Jennifer Jenkins* – Ms. Jenkins was out of town and unable to attend the meeting. Mr. Anderson noted the TDC will be hosting 10:00 P.M., fireworks on December 31, 2015, at Frank Pate Park. The TDC would still like to have a sign agreement with the City. At this time, the Commission is not in favor of giving up the ownership of the sign and would like to continue to work on this.

*FDOT SCOP Grant Agreement* – A Motion was made by Commissioner McCroan, second by Commissioner Thursbay, to execute the agreement. This is a reimbursable grant, City funds will have to be expended first and reimbursement should not take longer than 40 days. All in favor; Motion carried 5-0.

*Cell Phone Policy* – After discussion, a Motion was made by Commissioner Thursbay, second by Commissioner McCroan, to adopt the Cell Phone Policy. All in favor; Motion carried 5-0.

Commissioner Buzzett requested that talks continue with the St. Joe Company on the possibility of swapping the old headworks site for waterfront property in the City.

### **Public Works – John Grantland**

*Long Avenue Sewer Evaluation Update* – Mr. Grantland shared that Churchwell completed their work and he and Clay Smallwood will be comparing notes before bringing a report to the Commission. Approximately 5,000' of the 8,000' of line was photographable.

Crews are finishing up the sewer lines in the Sapodilla area of the Cape tomorrow and there will also be a mandatory Pre-Bid meeting tomorrow for the Presnell's Lift Station.

### **Surface Water Plant – Larry McClamma**

Mr. McClamma noted that John Pope and his staff from DEP had visited the plant on Monday and were very impressed with our Surface Water Plant.

Commissioner Thursbay expressed his appreciation to Mr. McClamma and Ms. Todd for their work with the City.

**Wastewater Plant – Lynn Todd** did not have any updates but wished everyone a Merry Christmas and a Happy New Year.

## **City Engineer - Clay Smallwood, III**

*Golf Cart Crossing Update* – The traffic count has been completed, the application will be reviewed tomorrow and submitted.

Mr. Smallwood noted that I. C. Contractors is working on the slab this week for the Lime Slurry project to allow ample curing time before the equipment is installed.

The Northwest Florida Water Management District has approved the request of \$52,808 in additional funding needed to complete replacing the water lines from Highway 71 to Tenth Street between Long and Monument Avenues. The agreement should be arriving shortly.

**Code Enforcement** - Mr. Burkett's report was reviewed. No action was required. Mayor Patterson noted that Mr. Burkett is working diligently to have our town cleaned up and in compliance with our Ordinances.

## **Police Department – Chief Herring**

Chief Herring reminded citizens of the opportunity to have their homes checked on when they are out of town. He encouraged residents to call before leaving town, provide the needed information to his staff, and the homes will be monitored.

Commissioner Thursbay has received a number of calls about speeding in the City and asked if the trailer used to check the speed of vehicles was available. Chief Herring responded that it does not work.

Mayor Patterson noted a problem with 4-wheelers being driven within the City limits and asked that when the Police Department spots the drivers they take corrective action.

## **City Clerk – Charlotte Pierce**

Clerk Pierce shared that North Port St. Joe will be having their annual Christmas festivities on Saturday, December 19, 2015, at 11:30 AM., and will be using a City Fire Truck for the activities.

## **Citizens to be Heard**

*Christy McElroy* wished everyone a Merry Christmas; offered her thanks for the Christmas Parade; noted the Christmas lights around town look great; asked about the possibility of the City receiving their share of the Bed Tax Money for improvements in the City; encouraged the Commission to keep the Building Department and Inspection under the City's control as a revenue source and priority being given to City residents; questioned the possibility of repairing the fountains in Core Park and all other City Parks; requested more attention be given when trimming is being done along the shores not to disturb the plant life; and make other entities aware of the laydown yard, the benefits it offers and the savings it provides to citizens so they do not incorporate use of the area in their plans.

*Amy Rogers* thanked Mr. Grantland for putting the Christmas decorations up; questioned verbiage in Paragraph 4 of Ordinance 521 to which Mr. Gibson explained that was not one of the requirements; requested to know the amount of money the City will pay for the lot at 102 Stone Drive, this is not known at this time; asked for updates on sidewalks for David Langston Drive as well as Avenue D from MLK to Hodrick – Langston Drive in grant funded for 2017 and the City is taking care of the section of Avenue D; cleaning of the area from CVS to Avenue A – the property is owned by the St. Joe Company; requested Garrison Avenue be extended to Avenue A – this also is St. Joe property that involves their railroad track area and is not City property; asked to have a new road connecting Avenue G back to Avenue A; provide a trail from Clifford Sims Drive to the Washington Gym for children – this also involves St. Joe Company property. Mayor Patterson asked that Ms. Rogers prepare a list of her request and give it to Mr. Anderson.

*Letha Mathews* thanked the City and County for their help in having the materials removed from lots 202, 204 and 206 on MLK; wished everyone a Merry Christmas; noted the Christmas Parade was gorgeous and



commended the City for the parade; asked for assistance in planning a MLK Celebration on January 15, 2016.

Commissioner Thursbay asked Ms. Mathews to provide a list of people to work on a MLK Celebration.

#### **Discussion Items by Commissioners**

*Commissioner Thursbay* wished everyone a Merry Christmas and a Happy New Year. He also asked residents to continue to seek him out even if he did not vote the way they wanted him to on issues.

*Commissioner Ashbrook* extended his wishes to everyone for a Merry Christmas, a Happy New Year and to hit the ground running in 2016.

*Commissioner McCroan* complimented the City on the Christmas Parade and asked Mr. Gibson about issues with Home Rule. Mr. Gibson noted there are legislators who feel strongly that they should make the rules and not local governments; lobbying groups and others are working hard to continue minimizing the ability of local governments to make rules and they are looking at other restrictive measures.

*Commissioner Buzzett* wished everyone a Merry Christmas and a healthy and Happy New Year.

*Mayor Patterson* offered his best wishes for a Merry Christmas and a great New Year.

A Motion was made by Commissioner McCroan, second by Commissioner Ashbrook, to adjourn the Meeting at 7:23 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

\_\_\_\_\_  
James "Bo" Patterson, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date

## RESOLUTION 2016-01

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PORT ST. JOE, AUTHORIZING THE EXECUTION OF THE FLORIDA DEPARTMENT OF TRANSPORTATION (DEPARTMENT) SMALL COUNTY OUTREACH PROGRAM AGREEMENT; APPOINTING AND AUTHORIZING A PROJECT MANAGER; AUTHORIZING THE MAYOR TO ACT ON BEHALF OF THE CITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Small County Outreach Program ("SCOP") has been created within the Department pursuant to Section 339.2818, Florida Statutes, to provide funds to counties to assist small counties in resurfacing or reconstructing county roads or in constructing capacity or safety improvements to county roads and also to municipalities within rural areas of critical concern (rural areas of opportunity ("RAO")) with projects, excluding capacity improvements projects; and

WHEREAS, the Department has determined that the transportation project described in Exhibit "A" attached and incorporated in this Agreement ("Project"), is necessary to facilitate the economic development and growth of the State and the Department is authorized by Section 339.2821, Florida Statutes, to approve an expenditure to the Recipient for the direct costs of the Project; and

WHEREAS, the City of Port St. Joe, Florida recognizes the Mayor as the official authorized to act on behalf of the City in such matters and further acknowledges that his signature shall be binding upon the City in such matters; and

WHEREAS, the City Manager shall be responsible for project management,

NOW, THEREFORE, BE IT RESOLVED by the Board of City Commissioners of the City of Port St. Joe, Florida, as follows:

1. Approves the attached SCOP Agreement and authorizes its execution.
2. That this legislative body of the City of Port St. Joe, Florida hereby authorizes the Mayor and/or the City Manager, in his absence, to act as the appropriate official on behalf of the City of Port St. Joe, Florida in dealing with the Department and to sign any and all necessary application and other forms; as well as, submitting any additional information required and signing any necessary contracts and/or other agreements between the Department and the City of Port St. Joe, Florida, that may result from this application.
3. This Resolution shall be effective upon adoption.

THIS RESOLUTION ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, on a vote of \_\_\_\_\_ yeas and \_\_\_\_\_ nays, by the Board of City  
Commissioners, City of Port St. Joe, Florida.

BOARD OF CITY COMMISSIONERS  
CITY OF PORT ST. JOE, FLORIDA

By: \_\_\_\_\_  
James "Bo" Patterson  
Mayor-Commissioner

ATTEST:

\_\_\_\_\_  
Charlotte M. Pierce  
City Clerk



**CITY OF PORT ST. JOE**

RFP #2015-14  
Cape Sewer Extension Boardwalk Subdivision

December 18, 2015

3:05 P.M.

**BID TABULATION SHEET FOR BIDS RECEIVED  
BY THE CITY OF PORT ST. JOE**

	<b>BIDDER</b>	<b>TOTAL BASE BID</b>
1.	<i>Janis</i>	<i>#6,520.60</i>
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**Boardwalk Subdivision Sewer Project**  
**11-13-15**

**Project Background:**

The purpose of this project is to install three sewer forcemains within the Boardwalk Subdivision. The City was approached roughly about a month ago about the possibility of installing sewer in this subdivision. Currently there are 50 potential connections with 8 individuals willing to pay the impact fees and 6 of those wanting to connect when it's built. This translates into \$15,993.00 in impact fees and \$2,400.00 in tap fees for a total of \$18,393.00. Below is a cost estimate of the project and if approved Public Works is seeking permission to Bid the materials and other work as required. Once the Bids are received this will come back in front of the Board for final approval.

**Boardwalk Subdivision Sewer Extension**

Item #	Description	Quantity	Cost Estimate
1	Permitting	LS	\$5,260.00
2	Materials	LS	\$7,500.00
3	Hot Taps X3	LS	\$3,500.00
4	Bores X1	LS	\$1,000.00
5	Concrete	12CY	\$1,380.00
			Total Estimate \$18,640.00

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**ACTUAL COSTS**

**BOARDWALK SUBDIVISION SEWER PROJECT**  
**12-22-15**

Preble-Rish, Engineering and Permitting	\$5,260.00
Lanier Municipal Supply, Material Purchase	\$6,520.60
Gulf Asphalt, Three Hot Taps	\$6,000.00
Concrete and Contingencies	\$2,000.00
Total Project Cost	\$19,780.60



**PREBLE-RISH INC**  
CONSULTING ENGINEERS & SURVEYORS

November 3, 2015

Via Email at [janderson@psj.fl.gov](mailto:janderson@psj.fl.gov)

Mr. Jim Anderson, City Manager  
City of Port St. Joe  
P.O. Box 278  
Port St. Joe, FL 32457

**RE: Boardwalk Subdivision Sewer – Scope of Services  
Preble-Rish Project No. 19.000**

Dear Mr. Anderson,

Preble-Rish, Inc. (PRI) is pleased to provide this proposal for professional services. It is our understanding the City wishes to extend a low pressure sewer collection system to serve the Boardwalk Subdivision on Cape San Blas – specifically Florida Avenue, Boardwalk Avenue, and Pebble Beach Avenue. The proposed collection system would connect to the existing Cape Sewer Forcemain along S.R. 30E. This project will include design, FDEP permitting, and record drawings. A "Project Area Map" is attached and highlights the project area. The following list defines the services that will be provided in order to complete this project.

**I. DESIGN AND PERMITTING**

- Design low pressure collection system improvements including necessary details and specifications
- Prepare and submit FDEP Wastewater Collection System Permit Application
- Respond to all Requests for Additional Information from FDEP
- Provide plans, details, and specifications that conform to the City's standards for sewer system construction
- Create record drawings in AutoCAD format from hand drawn as-builts provided by the City
- Prepare and submit FDEP Clearance Request

PRI proposes to provide the services described above for a lump sum fee of **\$5,260.00**.

The following services are not included in this proposal:

1. Permit Application Fees – per FDEP the fee for the City is \$0.00
2. Coastal Construction Control Line (CCCL) Permitting
3. Inspection Services
4. Wetland delineation/permitting
5. FDOT Permitting
6. Surveying/Legal Descriptions for utility easements (this can be provided under a separate proposal if necessary)

We appreciate the opportunity to provide continuing engineering services for the City of Port St. Joe. If this proposal is acceptable, please sign in the space provided below. Should you have any questions or need additional information, please give me a call at 850.227.7200.

Sincerely,

PREBLE-RISH, INC.

  
Clay Smallwood, P.E.  
Project Manager

Accepted By: \_\_\_\_\_

Jim Anderson, City Manager

Date: \_\_\_\_\_

K:\019.000 City of Port St. Joe\Proposal\110315 Anderson.docx

**324 MARINA DRIVE, PORT ST. JOE, FL 32456 P (850) 227-7200 F (850) 227-7215**

PANAMA CITY • BLOUNTSTOWN • SANTA ROSA BEACH  
FT. WALTON BEACH • FREEPORT • TALLAHASSEE • MONTICELLO • QUINCY • CRAWFORDVILLE  
PENSACOLA • LAKE CITY • MARIANNA • DAPHNE, AL • PORT-AU-PRINCE, HAITI



PROJECT AREA MAP



The Gulf County Property Appraiser makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll.



PHONE  
(850) 785-4675



POST OFFICE BOX 59462, PANAMA CITY, FL 32412-0462



FAX  
(850) 769-3456

PORT ST. JOE HOT TAP CAPE SAN BLAS  
SCHEDULE OF VALUES

DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
GENERAL CONSTRUCTION & SITEWORK				18-Dec-15
MOB	EA	1	\$750.00	\$750.00
DEWATERING	EA	3	\$750.00	\$2,250.00
HOT TAP 3" WATER LINE AT CAPE SAN BLAS USING CITY OF PORT ST JOE'S EQUIPMENT	EA	3	\$1,000.00	\$3,000.00
			TOTAL	\$6,000.00

BASE BID GRAND TOTAL \$6,000.00

ALTERNATES				
MOBILIZATION WITH GAC EQUIPMENT	LS	1	\$1,000.00	\$1,000.00
			TOTAL	\$1,000.00

BASE BID + ALTERANTE GRAND TOTAL \$7,000.00

QUALIFICATIONS

1) ALL MATERIALS ARE TO BE PROVIDED BY THE CITY OF PORT ST JOE.

GAC CONTRACTORS, INC.

ANDREW ROWELL  
PROJECT MANAGER



City of Port St Joe

Boardwalk Subdivision summary:

We currently have 11 commitments to prepay the impact fees of \$1,999.20 equal's total funds \$21,991.20,

Of those 11 commitments 4 are planning to hook up during construction: additional funds \$1,600 in tap fees and purchase of grinder pumps,

We have 1 has already prepaid impact fee and 1 has already prepaid the full installation fees, total funds already collected \$7,308.20.

Attached in an example of the commitment letter,

Mike Lacour

Sincerely,

[Your Name]

[Title]

Enclosure

Valerie Homan  
148 Florida Avenue  
Port St. Joe, Florida 32456  
12/14/2015

City of Port St Joe  
Attn: Michael Lacour  
PO Box 278  
Port St Joe, FL 32457

Dear City of Port St Joe:

Option #1: I would like to be connected to the new sewer lines that are going to be installed in the Boardwalk subdivision. When construction begins, I will commit to the completion of a new service application and payment of any and all applicable fees associated with a new sewer installation. Total, City of Port St. Joe; fees for installation \$5,013.70.

Option #2: I would like to prepay the impact fee for future connection to the new sewer lines. Prepaid Impact fee \$1,999.20.

Please indicate by circling either Option #1, or Option #2.



Sincerely,

*Valerie F. Homan*

Valerie Homan  
Owner

Enclosure

To Janice: 12/16/15 *mg*

<b>VALERIE HOMAN</b> 9921 MCCORMICK PL KNOXVILLE, TN 37923		<b>1078</b> 87-8141/2642
Pay to the Order of <u>City of Port St Joe</u>		Date <u>12-14-15</u>
<u>one thousand nine hundred ninety nine &amp; 20/100</u>		\$ <u>1,999.20</u>
 <b>ORNL Federal Credit Union</b> borrow smart... save smarter		 Security Features Details on Back
For <u>Impact Fee 148 Florida Ave</u>		<i>Valerie F. Homan</i>
⑆ 264 2814 161⑆ 107003837260⑈ 1078		
Harland Clarke		

13

# CITY OF PORT ST. JOE

RFP #2015-16  
Phase II B Water Project Materials Purchase

December 18, 2015

3:05 P.M.

## BID TABULATION SHEET FOR BIDS RECEIVED BY THE CITY OF PORT ST. JOE

	BIDDER	TOTAL BASE BID
1.	Lanier	\$ 7597.02
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FLORIDA DEPARTMENT OF TRANSPORTATION

575-070-04  
RIGHT OF WAY  
OGC - 06/15

RE: Application for outdoor advertising sign permit

To be completed by applicant:

Name of Applicant or Company: St. Joseph Bay Humane Soc.  
Sign is: ☒ existing ☐ proposed  
County: Gulf Municipality, if applicable: \_\_\_\_\_  
Highway Name & Number: 71  
Sign location description: corner of 71 and Knowles Ave  
Property Tax ID#: 04589-000R

DETERMINATION OF LAND USE

To be completed by appropriate zoning official:

Designation of parcel on the Future Land Use Map: \_\_\_\_\_

Current zoning of parcel (from Land Development Regulations): \_\_\_\_\_

Does the referenced property qualify as a commercial or industrial parcel as defined in section 479.024, F.S. and section 14-10.0052, F.A.C: ☐ Yes ☐ No

Provide the specific website page where electronic copies of the documents referencing the future land use designation listed above: http://

Provide the specific website page where electronic copies of the documents referencing the current zoning designation listed above: http://

Is location within city limits: ☐ Yes ☐ No If yes, name of city: \_\_\_\_\_

Please provide the name and telephone number of the person the Department may contact if additional information is required:

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

I certify that the above information reflects the designation of the parcel as it is shown on the current comprehensive plan adopted pursuant to chapter 163, Florida Statutes, and that I am authorized to sign this form on behalf of the county/municipality named above:

Signature of Local Government Official \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

**NOTE:** Form must be completed not more than six (6) months prior to receipt of the completed outdoor advertising permit application by the Department.



## FLORIDA DEPARTMENT OF TRANSPORTATION

RE: Application for outdoor advertising sign permit

## To be completed by applicant:

Name of Applicant or Company: St. Joseph Bay Humane Soc.Sign is: ☒ existing ☐ proposedCounty: Gulf Municipality, if applicable: \_\_\_\_\_Highway Name & Number: 71Sign location description: Corner of 71 and Knowles Ave.

Property Tax ID#: \_\_\_\_\_

Is this sign site intended to be qualified under reduced spacing as authorized by Section 479.07(9)(c), Florida Statutes?

☐ Yes ☐ NoIf Yes, you must submit the following documents with this application package:(a) A copy of the local government adopted policy, ordinance, or other official document authorizing the placement of a new outdoor advertising sign on an interstate highway in exchange for the removal of an existing sign or signs; and(b) A copy of the agreement between the Applicant and the local government identifying the sign(s) to be removed and approving the location that is the subject of this application.

## LOCAL GOVERNMENT PERMISSION

**Local Government Permission:** Please complete the items below. You may submit another form of written statement indicating that the sign complies with all local governmental requirements. For a proposed sign location, a copy of the building permit issued by the local government may be submitted.

The outdoor advertising sign identified in this application:

- ☐ Is in compliance with all duly adopted local ordinances and has been or will be issued the necessary permits.  
☐ Is not in compliance with local ordinances, but is legally existing as a non-conforming sign.  
☐ Is not in compliance with local ordinances and is/would be considered to be an illegally maintained structure.

I certify that I represent the governmental entity within whose jurisdiction the sign described herein is located and that the determination reflected in this section is made under my delegated authority.

Signature of Local Government Official

Date

Printed Name and Title

**NOTE:** Form must be completed not more than six (6) months prior to receipt of the completed outdoor advertising permit application by the Department.



## INSTRUCTIONS FOR COMPLETING

## APPLICATION FOR OUTDOOR ADVERTISING SIGN PERMIT

All items on **Page 1, Parts [A] through [E]** must be filled in and **all required attachments submitted**. Applications must be typed or filled out in ink. Applications filled out in pencil will be returned. Only completed applications will be reviewed; incomplete applications will be returned to the applicant. THE DEPARTMENT WILL NOT MAKE ANY CHANGES OR CORRECTIONS TO THIS FORM. Each sign facing (side of sign) requires separate permitting; each permit requires a separate application. A permit is valid only for the location specified on the application form. **For assistance, call (850) 414-4569.**

Prohibited signs – Before making application for an outdoor advertising sign permit, check Chapter 479, Florida Statutes, and Administrative Rule Chapter 14-10, to ensure sign meets all requirements. Any sign not complying with the law will not be permitted. Furthermore, Department of Transportation approval is subject to compliance with all applicable local governmental regulations.

### PART [A] Applicant Information

1. **Name of Applicant or Company:** Person or business entity in whose name the permit will be listed. This will be the name used by the Department for all billing notices, violation notices, and any correspondence from the Department to you. If you already have an outdoor advertising account with the Department, use the name currently on file (account Name of Record).
2. **FDOT Account Number:** All persons/business entities which currently hold a DOT outdoor advertising license or permit have been assigned an account number. If you are a new account (i.e., you do not have a current Outdoor Advertising License or permit(s) with the Department) leave this item blank. An Account Number will be assigned to you.
3. **Email and Mailing Address of Record:** These will be the addresses used by the Department for all billing notices, violation notices, and any correspondence from the Department to you. The mailing address will be used in instances where email is unsuccessful. [For existing accounts, this address must be the same as the address currently on file with the Department or the application will be returned for correction.]
4. **Mailing address for permit tag:** Permit tag will be mailed to the address of record (3, above) unless this item is completed.
5. Enter **Telephone#**, and **Fax#**, as applicable.

### PART [B] Sign Location Information

6. **County:** The county in which the sign will be located.
7. **Within incorporated area?:** Indicate whether location is within an incorporated are. If "Yes," indicate municipality.
8. **Property Tax ID#:** The parcel identification number of the land on which the sign is or will be located. This information may be obtained from the county Property Appraiser's office. Indicate whether you are the property owner or if you lease this site. If lease, enter the name of the property owner.
9. **Location:** Indicate the state road number of the roadway you wish to permit the sign to. If there is a US route number or a local name, enter that information also. The location description should follow this format: located on US001 (US Route#), SR002 (State Road#), Palm St. (local street name of number sign is or will be located on), 200 ☐ miles feet x [North] (designated direction of travel – N.E.S.W.) of Main Avenue (Nearest intersection). Sign will be on the x [East] side of the highway, facing x [South]. The designated direction of travel (N,E,S, or W) from the nearest intersection must be given in relation to the designated direction of travel of the route on which the sign will be located (i.e., North-South for odd numbered routes, East-West for even numbered routes). The side of road (N,E,S, or W) is given in relation to the direction of travel. The direction the sign will face is the principal direction (N,E,S, or W) of the sign facing in relation to the direction of travel of the route. The required location sketch MUST show the roadway the sign will be on, the distance and direction from the nearest intersection(s), and any other identifiable characteristics or landmarks which will assist the Department in properly identifying the sign location (see b., under REQUIRED ATTACHMENTS).
10. **Sign Location Address:** Enter the street address of the sign location, if available.
11. **Distance of closest part of sign to edge of right of way:** Give the distance (to the nearest whole foot) from the edge of state right of way to the portion of the sign closest to the road.
12. **Method for marking location:** To ensure that the location inspected is that specified in the application, you must mark the proposed sign location with easily visible markings. Identify the markings used. The markings must be in place prior to submission of the application and remain in place 30 days after the Department's receipt of the application.

### PART [C] Sign Description

13. **Sign is existing/proposed:** Indicate whether the sign has been erected or proposed to be erected.
14. **Facing height, width and total square feet:** These measurements are taken to the nearest whole foot and include border, trim, and all embellishments. Total square feet: height times the width. Sign facing refers to the portion of the sign on which the advertising copy is displayed.
15. **Changeable facing:** This refers to a sign facing where the advertising copy changes, either mechanically or electronically. Examples of changeable facings are tri-panels, which rotate, or LED displays.
16. **Configuration of sign:** Indicate whether the completed sign will have either one facing or two. A facing is a side of the sign, or the direction a sign faces. If you are applying for a sign with two sides (facings), you need to submit an application for each side.
17. **Sign structure height:** This measurement is (to the nearest whole foot) the total vertical distance from the elevation of the crown of the road to the top of the highest sign face, including any border or trim, but excluding embellishments.
18. **Will the sign be lighted externally?** Indicate whether lighting that is not incorporated into the sign facing will be used.



## PART [D] Additional Information

19. **Is this an application submitted as the result of a Departmental transportation project?:** Indicate whether the application is being submitted due to a Department eminent domain proceeding. List the permit tag numbers of the permits being cancelled. Permit fees do not need to be included with an application submitted as a result of a Department project.

20. **Do you intend to cut, trim or remove existing vegetation from state right of way to improve the visibility of the sign?** If "yes," you must obtain a vegetation management permit from the Department before the sign permit application can be approved. Enter the permit tag numbers of the two nonconforming signs to be cancelled.

21. **Is an existing permit being cancelled as a condition of issuance of this permit other than for #19 OR #20?:** If "yes," enter permit number(s) of permit(s) to be cancelled.

22. **Is application being submitted as a result of a Notice of Violation or Notice of Jurisdictional Change of Road?:** If you have received a Notice for an unpermitted sign at this location, you should answer "yes" to this question, and enter the Notice number.

**IF EXISTING, VALID PERMITS ARE BEING CANCELLED AS A CONDITION FOR THE ISSUANCE OF A NEW PERMIT, THE CANCELLATION CERTIFICATION MUST BE SUBMITTED WITH THIS PERMIT APPLICATION.**

**PART [E]:** This portion of the application must be executed and notarized.

**REQUIRED ATTACHMENTS:** This application for an outdoor advertising sign permit will be returned to you as Incomplete if Parts [A] through [E] of the application are not completely filled in or if any of the following attachments are not submitted:

- A signed statement by the owner or other person in lawful control of the proposed sign site authorizing placement of the sign at that location. If you have indicated that you are the landowner ([B]8), you do not need to submit this authorization.
- A sketch of the proposed sign location showing, at a minimum, the roadway the sign will be permitted to, and the distance and direction from the nearest intersection(s). Include any additional information which may make the site easier to locate, e.g., local roads, landmarks, businesses, distance from other permitted signs, driveways, etc.
- A statement from the appropriate local government official identifying the land use designation on both the Future Land Use Map and the current Land Development Regulations of the parcel on which the sign is or will be located. This statement must include whether the location designated in this application qualifies as a commercial or industrial parcel. The name of the appropriate official whom the Department may contact with any questions must also be supplied. You may use Page 2 of this application or any other form of written statement from the appropriate local governmental official provided all required information is supplied.
- Verification that a building permit has or will be issued for a new sign, or that the existing sign complies with all local government regulations as either a conforming or nonconforming structure. You may use Page 2 of this application or any other form of written statement from the appropriate local governmental official provided all required information is supplied.
- A photograph of the proposed sign site showing the location markings and the surrounding vegetation; and
- The correct permit fee.

### PERMIT FEES:

1. THE PERMIT FEE IS \$71.00. EACH SIGN FACING REQUIRES A SEPARATE APPLICATION. FOR APPLICATIONS SUBMITTED AS A RESULT OF A DEPARTMENT PROJECT, NO PERMIT FEES NEED TO BE SUBMITTED.

2. PERMIT FEES FOR THE YEAR IN WHICH APPLICATION IS MADE MAY BE PRORATED BY PAYING ONE-FOURTH OF THE ANNUAL FEE FOR EACH WHOLE OR PARTIAL QUARTER REMAINING IN THAT YEAR. APPLICATIONS RECEIVED AFTER SEPTEMBER 30 MUST INCLUDE THE FEES FOR THE LAST QUARTER PLUS FEES FOR THE FOLLOWING YEAR. (SEE CHART BELOW.)

	1 <sup>st</sup> Qtr. Jan. 16 through April 15	2 <sup>nd</sup> Qtr. April 16 through July 15	3 <sup>rd</sup> Qtr. July 16 through September 30	4 <sup>th</sup> Qtr. October 1 through January 15 (includes next year fees)
Prorated permit fees	\$71.00	\$53.25	\$35.50	\$88.75

Payment may be made by personal or business check or money order. Make check or money order payable to the Department of Transportation. Cash or credit cards will not be accepted as payment. It is suggested that you submit separate checks for each permit applied for.

**SUBMISSION OF APPLICATION:** Submit the application and all required attachments to the Florida Department of Transportation, 605 Suwannee Street, Mail Station 22, Tallahassee, FL 32399-0450.

**APPROVAL OF APPLICATION:** Every completed application shall be acted on by the Department within 30 days after receipt by the Department. Upon approval of the application, a copy of the permit and the permit tag will be mailed to the applicant. If not approved, the Outdoor Advertising Office will notify the applicant, in writing, stating the reason(s) for the denial.

**PERMIT TAGS:** Upon approval of the application for a sign permit, the applicant will be furnished a serially numbered permanent metal permit tag, which must be displayed at the permitted location at all times until returned to the Department for cancellation. **THE PERMIT TAG MUST BE POSTED AT THE SIGN LOCATION WITHIN 30 DAYS OF ISSUANCE BY THE DEPARTMENT. A COMPLETED SIGN MUST BE ERECTED WITHIN 270 DAYS FROM THE DATE OF PERMIT ISSUANCE OR THE PERMIT WILL BECOME VOID BY ACTION OF LAW. A PERMITTEE WHO HAS NOT POSTED THE PERMIT TAG AT THE LOCATION WITHIN THE PRESCRIBED 30 DAYS MUST APPLY TO THE DEPARTMENT FOR A NEW PERMIT TAG. A PERMITTEE WHO HAS NOT ERECTED A COMPLETE SIGN, INCLUDING DISPLAYING A MESSAGE, WITHIN THE PRESCRIBED 270 DAYS MAY NOT SUBMIT ANOTHER APPLICATION FOR THAT SIGN SITE FOR AN ADDITIONAL 270 DAYS FROM THE DATE THE PERMIT IS DECLARED VOID.**



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**APPLICATION FOR OUTDOOR ADVERTISING PERMIT**

575-070-04  
 RIGHT OF WAY  
 OGC - 06/15

**[A] APPLICANT INFORMATION:** (If you currently hold a State of Florida outdoor advertising license or permits, please enter the name, address and account number on file with the Department.) **PLEASE TYPE OR FILL OUT IN INK.** APPLICATIONS SUBMITTED IN PENCIL WILL BE RETURNED. For assistance in completing this form, please call (850) 414-4569. THE DEPARTMENT WILL NOT MAKE CHANGES OR CORRECTIONS TO THIS FORM. **PLEASE NOTE:** If you do not currently hold an Outdoor Advertising License, it may be necessary for you to obtain one before a permit can be issued.

1. Name of Applicant or Company: St. Joseph Bay Humane Soc.  
 2. FDOT Account Number: \_\_\_\_\_ (If new account, leave blank. The Department will assign an Account Number)  
 3. Address of record: 1007 10th Street  
 City: Port St. Joe State: FL Zip Code: 32456 E-Mail: Townson.HSP@gmail.com  
 4. Mailing address for permit tag (if different from above): \_\_\_\_\_  
 5. Telephone #: 850-227-1103 Fax#: 850 227-1191

**[B] SIGN LOCATION INFORMATION:**

6. County: Gulf 7. Within incorporated area? ☒ Yes ☐ No. If "yes," name of municipality: City of Port St. Joe  
 8. Property Tax ID#: 04589-000R Do you ☐ own or ☒ lease site? If lease, land owner: Gulf County BoCC  
 9. Location is on: US Route#: \_\_\_\_\_ State Road#: 71 Local Name/Number: Cecil G. Costin, Sr. Blvd.  
25 ☐ miles ☒ feet ☒ N ☐ E ☐ S ☐ W of Knowles Avenue (nearest intersection),  
 on the ☒ N ☐ E ☐ S ☐ W side of the roadway, facing ☐ N ☒ E ☐ S ☒ W  
 10. Sign Location Address (if available): 1000 Cecil G. Costin Sr. Blvd / Knowles Ave Intersection  
 11. Distance of closest part of sign to state right of way: 24 feet  
 12. Method of marking sign location: ☐ Stake/flag ☒ Other (please describe): It is already up Existing Sign

**[C] SIGN DESCRIPTION:**

13. Sign is: ☒ Existing ☐ Proposed 14. Facing height (in feet): 4' Facing width (in feet): 6' Total Sq.Ft. 24'  
 15. Changeable facing? ☐ Yes ☒ No If "yes," describe: \_\_\_\_\_  
 16. Configuration of sign: ☐ Single facing (only one side) ☒ Multiple facings (a separate application is required for each facing)  
 17. Sign structure height: \_\_\_\_\_ 18. Will sign be externally lighted? ☐ Yes ☒ No

**[D] ADDITIONAL INFORMATION**

19. Is this an application submitted as the result of a Department transportation project? ☐ Yes ☒ No If "yes," no permit fees need to be submitted  
 If yes, tag number(s) for sign to be cancelled: \_\_\_\_\_  
 20. Will cutting, trimming or removal of vegetation from State right of way to be required to create a viewing zone for this sign? ☐ Yes ☒ No  
 If the answer is "Yes," an Application to Permit Vegetation Management at Outdoor Advertising Sign, Form 575-070-055 must be approved by the Department and the permits for two approximate comparable size nonconforming signs cancelled. The cancellation form(s) for the nonconforming permits surrendered for vegetation management MUST be submitted with the Application to Permit Vegetation Management at Outdoor Advertising Sign.  
 Tag numbers of nonconforming permits to be cancelled: \_\_\_\_\_  
 21. Is an existing permit being cancelled as a condition of issuance of this permit OTHER than for 19. or 20., above? ☐ Yes ☒ No  
 If yes, tag number(s) of permit(s) to be cancelled: \_\_\_\_\_

**NOTE:** IF A PERMIT IS BEING CANCELLED FOR ISSUANCE OF A NEW PERMIT, SUBMIT THE CANCELLATION CERTIFICATION WITH THIS PERMIT APPLICATION. FOR 19 & 21 ABOVE, THE EXISTING PERMIT WILL NOT BE CANCELLED UNLESS THE NEW PERMIT IS APPROVED.

22. Is application being submitted as the result of a Notice of Violation or Jurisdictional Change of Road? ☒ Yes ☐ No If yes, Notice Number: 7797

**[E] CERTIFICATION**

I, \_\_\_\_\_, hereby certify that the information given and the statements made in this application are true and that I have received, in writing, permission from the landowner or other person in lawful possession of the site to erect an outdoor advertising sign at the location designated in this application.

I understand that if a building permit is submitted in lieu of local government permission sign-off on this application, I am certifying that the local government has approved the placement of the proposed sign designated in this application, or in the case of an existing sign designated in this application, that the local government has not provided notice that the sign is illegal, and that the local government has taken no action to cause the sign to be removed.

I understand that submission of false or misleading information of material consequence on this application or attachments thereto, or any other violation of Chapter 479, F.S., or Chapter 14-10, F.A.C., unless corrected within 30 days of notification by the Department, will result in revocation of this permit.

I understand, pursuant to s. 479.106(5), F.S., that the Department shall not issue a permit for the cutting, trimming, or removal of trees or vegetation planted within the state right of way as part of a beautification project approved prior to the submission date of this application. I understand, pursuant to s. 14-10.057(1)(e)10., F.A.C., that a beautification project is approved when it is specifically identified in the Department's five-year work program, is a permitted landscape project, is part of an executed agreement between the Department and a local government, or has been approved in writing by the Department for installation at a later date by a local government.

I understand that the established view zone as defined in s. 479.106(6), F.S. will automatically be assigned as a result of this application being approved. Pursuant to s. 479.106(6), F.S., a view zone other than what is provided must be established by agreement with the Department's District Maintenance Engineer or Designee in the appropriate District Office.

I further understand that the metal permit tag issued as a result of this application being approved must be posted at the sign site designated in this application within 30 days of issuance. A completed sign, including the posting of a message, must be built within 270 days of permit issuance or the permit will become VOID.

Signature of Applicant \_\_\_\_\_

Position in Company, if applicable \_\_\_\_\_

Date \_\_\_\_\_

Applications are deemed incomplete if [A]-[E] above are not completely filled in and the following required attachments are not submitted with the application (see instructions): Landowner authorization; Location Sketch; Local Government Zoning/Land Use verification; Local Government building permit (or equivalent); photograph of site showing markings (per [B]12) and surrounding area; Application fee.



## APPLICATION FOR OUTDOOR ADVERTISING PERMIT

**[A] APPLICANT INFORMATION:** (If you currently hold a State of Florida outdoor advertising license or permits, please enter the name, address and account number on file with the Department.) **PLEASE TYPE OR FILL OUT IN INK. APPLICATIONS SUBMITTED IN PENCIL WILL BE RETURNED.** For assistance in completing this form, please call (850) 414-4569. THE DEPARTMENT WILL NOT MAKE CHANGES OR CORRECTIONS TO THIS FORM. **PLEASE NOTE:** If you do not currently hold an Outdoor Advertising License, it may be necessary for you to obtain one before a permit can be issued.

- Name of Applicant or Company: St. Joseph Ray Humane Soc.
- FDOT Account Number: \_\_\_\_\_ (If new account, leave blank. The Department will assign an Account Number)
- Address of record: 1007 10th Street  
City: Port St. Joe State: FL Zip Code: 32456 E-Mail: Townson.HSdirector@gmail.com
- Mailing address for permit tag (if different from above): \_\_\_\_\_
- Telephone #: 850-227-1103 Fax#: 850-227-1191

**[B] SIGN LOCATION INFORMATION:**

- County: Gulf
- Within incorporated area? ☒ Yes ☐ No. If "yes," name of municipality: City of Port St. Joe
- Property Tax ID#: 04589-000R Do you ☐ own or ☒ lease site? If lease, land owner: Gulf County BOC
- Location is on: US Route#: \_\_\_\_\_ State Road#: 71 Local Name/Number: Cecil G. Costin Sr. Blvd.  
25 ☐ miles ☒ feet ☒ N ☐ E ☐ S ☐ W of Knowles Ave (nearest intersection),  
on the ☒ N ☐ E ☐ S ☐ W side of the roadway, facing ☐ N ☒ E ☐ S ☒ W
- Sign Location Address (if available): 1000 Cecil G. Costin Sr. Blvd, Port St. Joe/Knowles Intersecti
- Distance of closest part of sign to state right of way: 24 feet
- Method of marking sign location: ☐ Stake/flag ☐ Other (please describe): Existing Sign

**[C] SIGN DESCRIPTION:**

- Sign is: ☐ Existing ☐ Proposed
- Facing height (in feet): 4' Facing width (in feet): 6' Total Sq.Ft. 24'
- Changeable facing? ☐ Yes ☒ No If "yes," describe: \_\_\_\_\_
- Configuration of sign: ☐ Single facing (only one side) ☐ Multiple facings (a separate application is required for each facing)
- Sign structure height: \_\_\_\_\_
- Will sign be externally lighted? ☐ Yes ☐ No

**[D] ADDITIONAL INFORMATION**

- Is this an application submitted as the result of a Department transportation project? ☒ Yes ☐ No If "yes," no permit fees need to be submitted  
If yes, tag number(s) for sign to be cancelled: \_\_\_\_\_

20. Will cutting, trimming or removal of vegetation from State right of way to be required to create a viewing zone for this sign? ☐ Yes ☒ No  
If the answer is "Yes," an Application to Permit Vegetation Management at Outdoor Advertising Sign, Form 575-070-055 must be approved by the Department and the permits for two approximate comparable size nonconforming signs cancelled. The cancellation form(s) for the nonconforming permits surrendered for vegetation management MUST be submitted with the Application to Permit Vegetation Management at Outdoor Advertising Sign.  
Tag numbers of nonconforming permits to be cancelled: \_\_\_\_\_

- Is an existing permit being cancelled as a condition of issuance of this permit OTHER than for 19. or 20., above? ☐ Yes ☒ No

If yes, tag number(s) of permit(s) to be cancelled: \_\_\_\_\_

**NOTE: IF A PERMIT IS BEING CANCELLED FOR ISSUANCE OF A NEW PERMIT, SUBMIT THE CANCELLATION CERTIFICATION WITH THIS PERMIT APPLICATION. FOR 19 & 21 ABOVE, THE EXISTING PERMIT WILL NOT BE CANCELLED UNLESS THE NEW PERMIT IS APPROVED.**

- Is application being submitted as the result of a Notice of Violation or Jurisdictional Change of Road? ☒ Yes ☐ No If yes, Notice Number: 7797

**[E] CERTIFICATION**

I, \_\_\_\_\_, hereby certify that the information given and the statements made in this application are true and that I have received, in writing, permission from the landowner or other person in lawful possession of the site to erect an outdoor advertising sign at the location designated in this application.

I understand that if a building permit is submitted in lieu of local government permission sign-off on this application, I am certifying that the local government has approved the placement of the proposed sign designated in this application, or in the case of an existing sign designated in this application, that the local government has not provided notice that the sign is illegal, and that the local government has taken no action to cause the sign to be removed.

I understand that submission of false or misleading information of material consequence on this application or attachments thereto, or any other violation of Chapter 479, F.S., or Chapter 14-10, F.A.C., unless corrected within 30 days of notification by the Department, will result in revocation of this permit.

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I understand that the established view zone as defined in s. 479.106(6), F.S. will automatically be assigned as a result of this application being approved. Pursuant to s. 479.106(6), F.S., a view zone other than what is provided must be established by agreement with the Department's District Maintenance Engineer or Designee in the appropriate District Office.

I further understand that the metal permit tag issued as a result of this application being approved must be posted at the sign site designated in this application within 30 days of issuance. A completed sign, including the posting of a message, must be built within 270 days of permit issuance or the permit will become VOID.

Signature of Applicant \_\_\_\_\_

Position in Company, if applicable \_\_\_\_\_

Date \_\_\_\_\_

**Applications are deemed incomplete if [A]-[E] above are not completely filled in and the following required attachments are not submitted with the application (see instructions):** Landowner authorization; Location Sketch; Local Government Zoning/Land Use verification; Local Government building permit (or equivalent); photograph of site showing markings (per [B]12) and surrounding area; Application fee.



## CHECKLIST FOR COMPLETE PERMIT APPLICATION

**Please ensure the following are made a part of your application. Failure to include could result in the application being returned to you as Incomplete. Items carrying an asterisk (\*) will result in the denial of the application.**

- ☐ All items on the application are filled in. (One application submitted for each facing)
  - \* Corrections made by the applicant on the application must be initialed
- ☐ Application is signed.
- ☐ Local government permission and determination of land use forms (two pages) completely filled out and signed by appropriate local government personnel.
- ☐ Landowner authorization to place a sign on the property. (The Department will accept a lease document or a statement from the land owner. In either case, the document must specifically identify the property tax ID or address and state that the applicant has permission to erect and maintain a sign structure on the property.)
- ☐ Sketch of the sign location (at a minimum, the roadway the sign will be permitted to, and the distance and direction from the nearest intersection(s)).
- ☐ Photograph(s) of the sign site, showing marking where sign will be placed and surrounding vegetation.
- ☐ \* All Property Tax IDs match Please check the Property Tax ID provided on the following documents:
  - Land owner authorization
  - Applications
  - Local government permission sheet and local government determination of land use sheet
- ☐ Are tags being cancelled as a condition of a new permit being issued?
  - If yes, include the Cancellation Certification form signed by the permit holder.
- ☐ Correct fees submitted (See chart of permit fees on second page of instructions)

**Please contact Ken Pye at kenneth.pye@dot.state.fl.us or (850) 414-4569 if you need assistance.**





**Florida Department of Transportation**  
**Outdoor Advertising License and Permit Office**

605 Suwannee Street, MS 22  
Tallahassee, Florida, 32399-0450  
(850) 414-4558

GULF COUNTY

2015 DEC 21 AM 11:23

BOARD OF COUNTY  
COMMISSIONERS

**NOTICE OF VIOLATION - ILLEGALLY ERECTED SIGN**

**GULF COUNTY BOARD OF COUNTY COMMISSIONERS**  
**1000 C G COSTIN SR BLVD;**  
**PORT ST JOE FL 32456**



**Date: 12/16/2015**

**Notice Number: 1282**

**County: Gulf**

**Highway Name & Number: SR71**

**RCI ID: 51020000 Mile Post: 0.71 Side: Right**

**A Notice of Violation was posted on the sign on 12/14/2015 by Collins**

**Ad Copy: Faith's Thrift Hut**

**YOU ARE HEREBY NOTIFIED** the advertising sign identified above, is in violation of section 479.105, Florida Statutes. An outdoor advertising permit is required, but has not been issued. This sign is illegal and must be removed within 30 days from the date of this Notice, pursuant to section 479.105, Florida Statutes. If it is not removed within that time, it will be removed and disposed of by the Department of Transportation (Department) without further notice. The Department's cost to remove the sign is estimated to be **\$ 384.00**.

**YOU ARE FURTHER NOTIFIED** if the sign is removed by the Department, all costs associated with the removal will be assessed against the sign owner. If the sign owner is unknown, Florida law requires that the land owner is responsible for removal costs. If you remove the sign without notifying the Department, you will be assessed mobilization costs which could be as much as \$1,000 to cover the cost of our removal contractor being dispatched to the sign site. The Department will pursue collection for reimbursement of all sign removal related costs from you. You may avoid these costs by removing the sign and notifying the Department immediately.

If you wish to pursue permitting the sign structure through the Department, you may file a completed application with the Department, along with the appropriate fee. Permit applications can be requested from the Department at the address/telephone number listed below, or from our web site at: <http://www.dot.state.fl.us/rightofway/> and selecting "Documents" under Right of Way Topics.

**YOU ARE FURTHER NOTIFIED** you may file a request for an administrative proceeding pursuant to Chapter 120, Florida Statutes, as set forth in the Notice of Administrative Hearing Rights on the reverse side of this Notice of Violation to contest the violation. However, submitting an application does not stay the Notice of Violation.

**To report sign removal, or if you have questions or information that may alter the Department's findings, please contact:**

Michael Green, Outdoor Advertising Office  
605 Suwannee St, Mail Station #22  
Tallahassee, FL, 32399-0450  
Phone: (850) 414-4558  
E-Mail: [Michael.Green@dot.state.fl.us](mailto:Michael.Green@dot.state.fl.us)

Certified Mail#: 7014 2120 0003 4115 9855

**Code Enforcement 2015 Activity  
As of 12/28/2015**

	Open	Closed	Total	Increase
Unlawful Accumulation	64	168	232	5
Substandard Structure	6	12	18	2
Abandoned Vehicle	8	19	27	2
Unlawful Sewer	1		1	1
Land regulation Violation	13	10	23	1
Business Lic. Violation				
Special Master Hearings				
Building Demolition	2	15	17	
Waste Violation	29	429	458	
Sign Violation	1	123	124	1
Parking Regulations		4	4	
Total	124	780	904	40

**Zimbra****janderson@psj.fl.gov**

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**Agenda - Surplus Equipment/Weapons**

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**From :** Matthew Herring  
<mherring@psj.fl.gov>

Tue, Dec 29, 2015 10:35 AM

**Subject :** Agenda - Surplus  
Equipment/Weapons

**To :** Jim Anderson  
<janderson@psj.fl.gov>

Updated Version \*\*\*\*\*

**Here is the list of weapons to surplus. We will actually trade these items in for new rifles for patrol officers.**

**Port St. Joe Police Dept**  
**Surplus / Trade Weapons List**

**Shotguns (Fourteen Shotguns)**

4 - Mossberg 590 12ga shotguns  
8 - Remington 870 12ga shotguns  
2 - Winchester 1200 12ga shotguns

-

**Rifles**

7 - Colt AR-15 5.56/223  
1 - Remington 550-1 .22 cal.

-

**Handgun**

.380 caliber Ruger LCP

-

**Tasers**

4 - Model X26  
Deployable Taser cartridges x 8 and battery packs  
Taser Holsters x 4

-

**Radio's**

24

- 12 – Macom 800 mghz handheld radios
- 2 – Macom 800 mghz Base station radios

–

**SWAT Equipment**

- 4 – Paulson riot gear helmet face shields
  - 25 - SWAT grenades, pepper balls, & flash bangs (all expired in 2007)
-