



SIGN APPROVAL INSTRUCTIONS

Gainesville Regional Utilities, Real Estate Division, PO Box 147117, Gainesville, FL 32614-7117

1. Complete all required sections of the Sign Approval Form – “Owner/Applicant Information” and “Location of Proposed Sign”
2. Attach the following (PDF Format):
 - A general location map
 - An 11 x 17 or 8 ½ x 14 size scaled drawing of the sign installation including:
 - The location of proposed installation(s)
 - Clearly labeled and dimensioned
 - Plan View and Typical Cross Section(s)
 - All existing structures and/or utilities (underground and overhead) **
 - clearly labeled and dimensioned including the limits of property
 - including pipelines, conduits, cable, manholes, valves, fire hydrants, poles, guys
 - storm water facilities – size, type, material, top and invert elevations
 - Distance(s) from proposed installation to existing utilities **
 - Boundaries of existing easements (i.e. Public Utility Easements, Ingress/Egress Easements)**
 - Any other data to assist the processing of the application.

*****Information to be provided, when possible***

3. Failure to include any requested information may cause the approval request to be returned for further information prior to consideration.
4. Research, field checks and approval normally take approximately five to seven (5 – 7) business days for completion.
5. Comments will be returned to the Alachua County Codes Enforcement Department and the Applicant.

Email the completed form and drawing(s) to:

GRU Real Estate Division
realestate@gru.com

Phone (352) 393-1220
Fax (352) 334-2989

